



City of Lake Stevens Vision Statement

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.



CITY COUNCIL WORKSHOP AGENDA

**Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens**

Tuesday, July 12, 2016 – 6:00 p.m.

*2016 Preliminary Budget Update and 2017 Budget Study Session

Barb

CITY COUNCIL REGULAR MEETING AGENDA

**Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens**

Tuesday, July 12, 2016 – 7:00 p.m.

NOTE:

WORKSHOP ON VOUCHERS AT 6:45 P.M.

CALL TO ORDER: 7:00 P.M. Mayor

PLEDGE OF ALLEGIANCE Ludus Youth Theater (Lake Stevens Youth Theater) Council President

ROLL CALL:

APPROVAL OF AGENDA: Council President

GUEST BUSINESS:

COUNCIL BUSINESS: Council President

MAYOR'S BUSINESS:

CITY DEPARTMENT REPORT

CONSENT AGENDA:	*A Approve 2016 Vouchers	Barb
	*B Approve June 28, 2016 City Council Regular Meeting Minutes	Kathy
	*C Approve Complete Streets (TIB) Ordinance No. 965	Adam
	*D Affirmation to Terminate an Easement	Russ

Lake Stevens City Council Special Meeting Agenda

July 12, 2016

- ACTION ITEMS:**
- *E Approve Ordinance No. 963 re 2016 Budget Amendment No. 2 Barb
 - *A Approve Amendment to Professional Services Agreement for Grant Writing Consultant Services with Perteet, Inc. Mick
 - *B Authorize Mayor to Enter into Professional Services Agreement with Red Propeller, Inc. for 20th Street SE Marketing Jeanie
 - *C Approve Ordinance 964 – Amendments to Floodplain Regulations Melissa
 - *D Approve Resolution 2016-12 re Rates and Fees Barb/
Russ
 - *E Approve Ordinance 966 correcting LSMC 3.12.010 – Tax Levied Barb

**EXECUTIVE
SESSION:**

STUDY SESSION: None

ADJOURN

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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**THE PUBLIC IS INVITED TO ATTEND
Special Needs**

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Steve Edin, City of Lake Stevens ADA Coordinator, (425) 377-3227, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

NOTICE:

All proceedings of this meeting are audio recorded, except Executive Sessions

CITY OF LAKE STEVENS
2016 2nd Quarter Financial Summary

General Fund - Summary

Description	2nd Qtr 2015	2016 Amended Budget	2nd Qtr 2016	Percent +/- of 2016 Budget
Beginning Cash Balance	\$ 7,133,787	\$ 7,922,111	\$ 7,922,111	100.0%
Revenues	\$ 4,847,318	\$ 10,101,302	\$ 5,584,639	55.3%
Expenditures	\$ 4,461,129	\$ 11,170,943	\$ 7,447,656	66.7%
Ending Fund Balance	\$ 7,519,976	\$ 6,852,470	\$ 6,059,094	

Total revenues are approximately 55% of budget prior year was at 52%.

Total expenditures are approximately 67% of budget, prior year was 47%.

General Fund - Revenues

Revenue Category	2nd Qtr 2015	2016 Amended Budget	2nd Qtr 2016	Percent +/- of 2016 Budget
Taxes	\$ 3,699,277	\$ 7,542,268	\$ 3,630,563	48.1%
Licenses & Permits	\$ 477,171	\$ 1,188,910	\$ 1,232,209	103.6%
Grants & State Remit	\$ 254,559	\$ 668,236	\$ 216,562	32.4%
Charges for Services	\$ 298,707	\$ 470,435	\$ 365,478	77.7%
Fines and Forfeits	\$ 7,474	\$ 157,100	\$ 75,952	48.3%
Miscellaneous	\$ 33,831	\$ 64,853	\$ 53,694	82.8%
Non-Revenue/Other	\$ 8,798	\$ 9,500	\$ 10,180	107.2%
Total	\$ 4,779,817	\$ 10,101,302	\$ 5,584,638	55.3%

Total Receipts are approximately 55% of budget and are currently estimated to exceed budget.

Taxes are 48% of budget mostly due to the timing of property tax receipts.

Licenses & Permits are currently 104% of budget. Building permits make up the largest portion of this balance and are currently 132% of the total budget for the year. An additional budget amendment is underway.

Grants & State Remit are 32% of budget. This revenue type includes grants, liquor profits, liquor taxes, criminal justice and City assistance funds, as well as PUD tax which is an annual tax that has not yet been received.

Service Charges are currently 78% of budget, and are estimated to exceed budget expectations. The majority of this balance is made up of passports, and photos, and land use fees which are all exceeding expectations. This line also includes the ILA for School Resources Officers and for Information Technology Services (received in June).

Miscellaneous revenues includes the receipt of the police donation, and interest earnings. This is expected to remain in budget.

Non-Revenues include insurance recoveries

General Fund - Expenditures

Expenditure Category	2nd Qtr 2015	2016 Amended Budget	2nd Qtr 2016	Percent +/- of 2016 Budget
Elected	\$ 83,802	\$ 226,196	\$ 112,745	49.8%
Administration	\$ 75,929	\$ 162,184	\$ 119,945	74.0%
City Clerk	\$ 72,013	\$ 169,269	\$ 78,361	46.3%
Finance	\$ 89,461	\$ 212,848	\$ 89,451	42.0%
Human Resources	\$ 51,870	\$ 114,582	\$ 56,663	49.5%
IT Services	\$ 98,920	\$ 265,297	\$ 102,938	38.8%
Planning & Building	\$ 389,253	\$ 1,349,004	\$ 553,138	41.0%
Law Enforcement	\$ 2,492,223	\$ 5,820,539	\$ 2,671,927	45.9%
Parks	\$ 38,704	\$ 673,000	\$ 122,607	18.2%
Legal	\$ 141,931	\$ 407,000	\$ 186,970	45.9%
Community Services	\$ 49,826	\$ 49,177	\$ 18,965	38.6%
General Government	\$ 877,200	\$ 1,721,847	\$ 3,333,947	193.6%
Total	\$ 4,461,130	\$ 11,170,943	\$ 7,447,656	66.7%

Expenditures are 67% of total annual budget, within expectations

The Administration Department is at 74% of the budget due to staffing changes and the cost of professional service contracts. A budget amendment is underway.

Law Enforcement is approximately 46% of budget. Salaries are below expectations due to open positions.

The Parks Department is at 18% of budget as some major improvement projects have not yet occurred.

Community Service includes the Arts Commission payments for Music on the Lake and the Movie in the Park; Aquafest contribution, as well as Library and Community Center projects that have not yet been paid.

General Government is significantly over budget. This includes the purchase of property for the future police department. That budget amendmenet is underway.

The remaining departments had no significant differences from budget expectations.

Street Fund - Summary

Description	2nd Qtr 2015	2016 Amended Budget	2nd Qtr 2016	Percent +/- of 2016 Budget
Beginning Fund Balance	\$ 3,579,784	\$ 3,811,559	\$ 3,811,559	100.0%
Revenues	\$ 1,123,198	\$ 2,288,213	\$ 1,104,506	48.3%
Expenditures	\$ 762,311	\$ 3,422,527	\$ 1,515,207	44.3%
Ending Fund Balance	\$ 3,940,671	\$ 2,677,245	\$ 3,400,857	

Total revenues are approximately 48% of budget, versus 52% in the prior year.

Total expenditures are approximately 44% of budget, versus 34% in the prior year.

Street Fund - Revenues

Revenue Category	2nd Qtr 2015	2016 Amended Budget	2nd Qtr 2016	Percent +/- of 2016 Budget
Taxes	\$ 818,396	\$ 1,601,113	\$ 808,701	50.5%
License & Permits	\$ 13,908	\$ 20,000	\$ 12,612	63.1%
Grants & State Remits	\$ 286,004	\$ 652,600	\$ 269,329	41.3%
Charges for Service	\$ -	\$ 1,500	\$ -	0.0%
Miscellaneous	\$ 4,657	\$ 8,000	\$ 12,121	151.5%
Other Financing	\$ 233	\$ 5,000	\$ 1,742	34.8%
Total	\$ 1,123,198	\$ 2,288,213	\$ 1,104,506	48.3%

Total Receipts are at 48% of budget.

Taxes are 50% of budget.

License & Permits include Right of Way permits which are currently at 63% of budget.

Grant & State Remits are approximately 41% of budget. This revenue source includes the fuel tax receipts which are on target.

Miscellaneous and Other Financing revenues include ROW assessments and insurance recovery funds received for street related incidents which are unpredictable.

Street Fund - Expenditures

Expenditure Category	2nd Qtr 2015	2016 Amended Budget	2nd Qtr 2016	Percent +/- of 2016 Budget
Salaries & Benefits	\$ 460,199	\$ 957,452	\$ 481,325	50.3%
Supplies	\$ 48,640	\$ 161,400	\$ 50,383	31.2%
Services	\$ 161,217	\$ 888,327	\$ 228,818	25.8%
Other Gov't Payments/Debt	\$ 8,774	\$ 9,983	\$ 8,780	88.0%
Capital Projects	\$ 9,115	\$ 716,500	\$ 157,401	22.0%
Interfund Transfers	\$ 74,365	\$ 688,865	\$ 588,500	85.4%
Total	\$ 762,311	\$ 3,422,527	\$ 1,515,207	44.3%

Total Expenditures are approximately 44% of budget.

Salaries & Benefits are 50% of budget.

Supplies are 31% of budget. This expenditure includes supplies for office, traffic control, snow & ice, and sidewalk repair supplies. Many of these items will be needed later in the year.

Service Charges are 26% of budget. These expenditures include items such as street sweeping, traffic studies, utilities, insurance, travel, and repairs & maintenance services. Overlays are the largest portion of this category which will be utilized in 3rd quarter.

Government payments include storm drainage fees and debt service for the Public Works Trust Fund emergency loan for the Catherine Creek Bridge repair in 2010.

Capital includes the Grade Road Stabilization project, Callow Road Embankment, and capital purchases.

Surface/Storm Water Fund - Summary

Description	2nd Qtr 2015	2016 Amended Budget	2nd Qtr 2016	Percent +/- of 2016 Budget
Beginning Fund Balance	\$ 1,569,469	\$ 1,796,590	\$ 1,796,590	100.0%
Revenues	\$ 830,030	\$ 1,512,896	\$ 759,624	50.2%
Expenditures	\$ 674,209	\$ 1,518,617	\$ 686,444	45.2%
Ending Fund Balance	\$ 1,725,290	\$ 1,790,869	\$ 1,869,770	

Total revenues are approximately 50% of budget, versus 54% in the prior year.

Total expenditures are approximately 45% of budget, the same as in the prior year.

Surface/Storm Water Fund Revenues

Revenue Category	2nd Qtr 2015	2016 Amended Budget	2nd Qtr 2016	Percent +/- of 2016 Budget
State Grants	\$ 80,352	\$ 25,000	\$ -	0.0%
Charges for Services	\$ 748,649	\$ 1,486,396	\$ 756,802	50.9%
Miscellaneous	\$ 1,029	\$ 1,500	\$ 2,822	188.1%
Total	\$ 830,030	\$ 1,512,896	\$ 759,624	50.2%

Total Receipts are at 50% of budget.

Grant revenues are current at zero. These grants are budgeted at the full amount and are expended and reimbursed throughout the year.

Charges for Services includes Surface water management charges which are at 51% of the budget.

These charges are billed on the property tax statements. As such, the majority is received in May and November.

Miscellaneous revenues include investment interest which is exceeding prior expectations.

Prior month earning rate within the Local Government Investment Pool (LGIP) was approximately 0.04%

Surface/Storm Water Fund Expenditures

Expenditure Category	2nd Qtr 2015	2016 Amended Budget	2nd Qtr 2016	Percent +/- of 2016 Budget
Salaries & Benefits	\$ 366,568	\$ 838,210	\$ 408,217	48.7%
Supplies	\$ 14,608	\$ 53,150	\$ 32,348	60.9%
Services	\$ 187,481	\$ 302,762	\$ 52,070	17.2%
Grants	\$ 23,123	\$ 25,000	\$ -	0.0%
Other Gov't Payments	\$ 26,134	\$ 70,000	\$ 65,308	93.3%
Debt Service	\$ -	\$ 10,700	\$ -	0.0%
Capital	\$ -	\$ 48,000	\$ 44,572	92.9%
Operating Transfers	\$ 56,295	\$ 170,795	\$ 83,930	49.1%
Total	\$ 674,209	\$ 1,518,617	\$ 686,444	45.2%

Total Expenditures are 45% of budget.

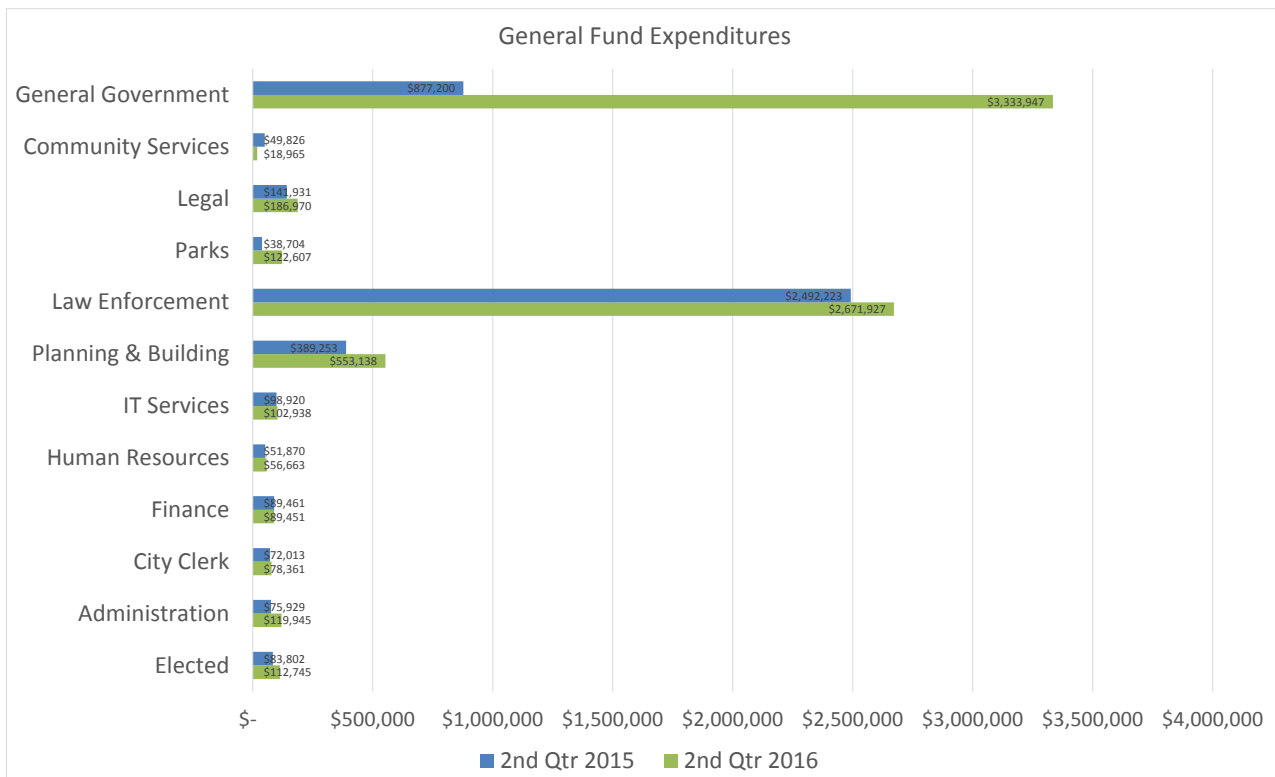
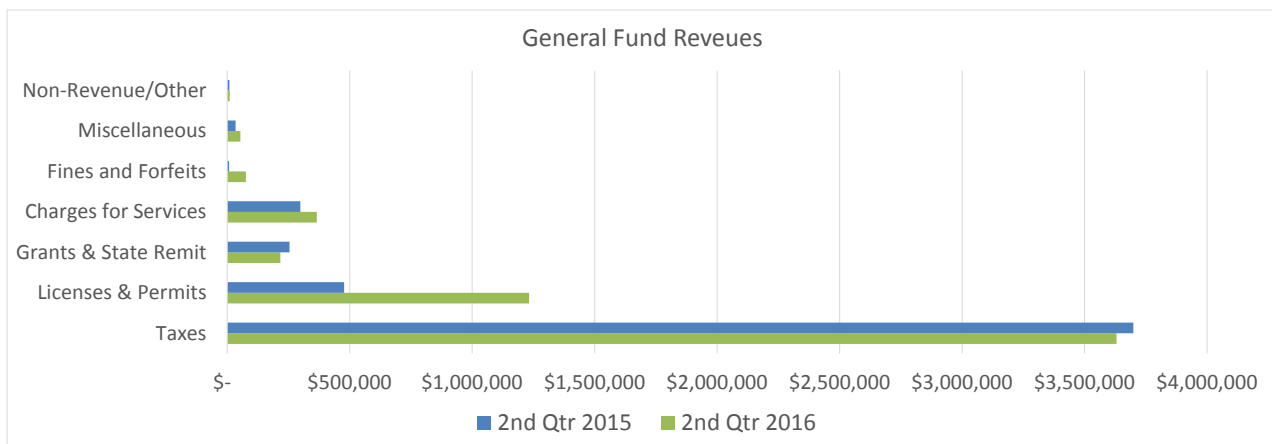
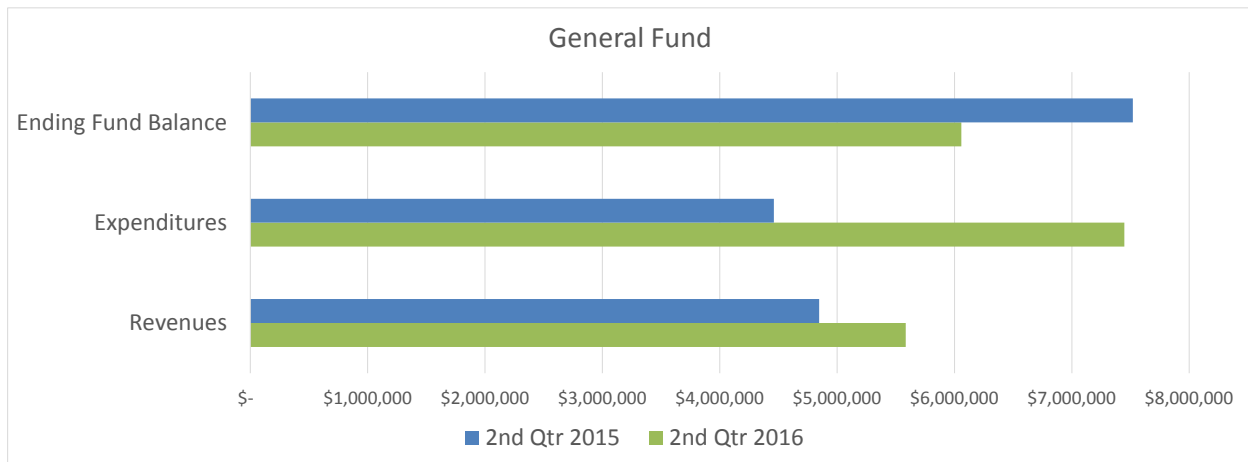
Salaries & Benefits are at 49% of the budget.

Service expenditures are currently 17% of budget as the lake phosphorus and milfoil treatments will occur later in the year.

Other Governmental includes payment for SW billing to Snohomish County and the DOE annual permits.

Debt Service payment is for the Lundeen Parkway Creek Restoration project.

Capital includes two detention pond fence projects that have been completed.



7/7/2016	2016 - 2nd Quarter - All Funds							
No.	Fund Name	2016 Beginning Cash Balance	2016 Budgeted Revenues	2016 2nd Quarter ACTUAL REVENUES	2016 Budgeted Expenditures	2nd Quarter ACTUAL EXPENDITURES	2016 Budgeted Ending Cash Balance	2nd Quarter ENDING CASH/INVEST BALANCE
001	General Fund	\$7,922,111	\$10,101,301	\$5,584,639	\$11,170,943	\$7,447,656	\$6,852,469	\$6,059,093
002	Reserve Fund	\$3,407,014	\$803,100	\$434,573	\$8,050	\$0	\$4,202,064	\$3,841,587
101	Street	\$3,811,559	\$2,288,213	\$1,104,506	\$3,422,527	\$1,515,207	\$2,677,245	\$3,400,858
103	Street Reserve	\$1,526	\$2	\$3	\$0	\$0	\$1,528	\$1,529
111	Drug Seizure & Forfeiture Fund	\$35,752	\$10,050	\$2,711	\$1,000	\$922	\$44,802	\$37,541
112	Municipal Arts Fund	\$11,349	\$50	\$19	\$11,399	\$0	\$0	\$11,368
210	2008 Bonds	\$0	\$353,268	\$59,109	\$353,268	\$59,109	\$0	\$0
212	2010 LTGO Bonds	\$0	\$74,166	\$37,082	\$74,166	\$37,082	\$0	\$0
213	LTGO Bond 2015	\$0	\$97,600	\$7,150	\$97,600	\$7,150	\$0	\$0
301	Cap. Proj.-Dev. Contrib.	\$4,427,606	\$1,052,152	\$990,810	\$1,846,600	\$319,964	\$3,633,158	\$5,098,451
303	Cap. Imp.-REET	\$867,537	\$726,500	\$354,610	\$340,842	\$72,689	\$1,253,195	\$1,149,459
304	Cap. Improvements	\$2,621,153	\$727,000	\$357,293	\$1,027,164	\$37,082	\$2,320,989	\$2,941,364
309	Sidewalk Capital Project	\$417,434	\$1,479,326	\$534,395	\$974,834	\$16,307	\$921,926	\$935,523
401	Sewer	\$274,820	\$1,391,226	\$1,227,570	\$1,393,954	\$1,225,854	\$272,092	\$276,536
410	Storm and Surface Water	\$1,796,590	\$1,512,896	\$759,624	\$1,518,617	\$686,444	\$1,790,869	\$1,869,770
501	Unemployment	\$101,482	\$200	\$170	\$30,000	\$0	\$71,682	\$101,653
510	Equipment Fund	\$234,960	\$152,317	\$75,436	\$261,565	\$61,968	\$125,712	\$248,428
520	Equipment Fund-Police	\$324,149	\$196,200	\$102,038	\$188,000	\$150,410	\$332,349	\$275,777
530	Equipment Fund-PW	\$222,344	\$336,180	\$154,249	\$299,392	\$37,396	\$259,132	\$339,197
540	Aerator Equipment Replacement	\$119,332	\$10,175	\$10,216	\$0	\$0	\$129,507	\$129,548
621	Refundable Deposits	\$20,073	\$51,000	\$4,729	\$71,073	\$2,989	\$0	\$21,812
633	Treasurer's Trust	\$7,630	\$200,000	\$95,444	\$207,630	\$71,982	\$0	\$31,092
	Total All Funds	\$26,624,423	\$21,562,922	\$11,896,374	\$23,298,624	\$11,750,211	\$24,888,721	\$26,770,585

2016 - 2nd Quarter Financial Detail

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Period 01 - 06

Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
General					
Real & Personal Property Tax	\$ (1,409,995)	\$ (1,580,811)	\$ (3,114,290)	\$ (1,597,120)	51%
Local Retail Sales-Use Tax	\$ (1,092,043)	\$ (1,182,059)	\$ (2,591,431)	\$ (1,096,292)	42%
Criminal Justice Sales-Use Tax	\$ (213,954)	\$ (223,048)	\$ (492,373)	\$ (201,821)	41%
Other Govt Utility - Electric	\$ (216,279)	\$ (203,636)	\$ (390,000)	\$ (247,628)	63%
Private Utility - Gas	\$ (221,563)	\$ (192,951)	\$ (313,200)	\$ (198,624)	63%
Private Utility - Telephone	\$ (291,656)	\$ (305,236)	\$ (621,374)	\$ (278,498)	45%
Franchise Fees	\$ -	\$ -	\$ -	\$ -	0%
Gambling Tx - Punch-Pull Tabs	\$ (6,211)	\$ (8,136)	\$ (14,000)	\$ (9,490)	68%
Gambling Tx - Bingo & Raffles	\$ -	\$ -	\$ -	\$ -	0%
Gambling Tx - Amuse Games	\$ (1,738)	\$ (53)	\$ (100)	\$ (59)	59%
Leasehold Excise Tax	\$ (2,820)	\$ (3,348)	\$ (5,500)	\$ (1,031)	19%
Bus. Lic - Health	\$ -	\$ -	\$ -	\$ -	0%
Bus. Lic - Police & Protective	\$ -	\$ -	\$ -	\$ -	0%
Bus. Lic - Prof & Occupations	\$ -	\$ -	\$ -	\$ -	0%
Bus. Lic - Amusements	\$ -	\$ -	\$ -	\$ (80)	0%
Franchise Fee - Cable	\$ (176,248)	\$ (181,359)	\$ (370,000)	\$ (193,544)	52%
Bus. Lic - Other	\$ (25,944)	\$ (26,354)	\$ (45,000)	\$ (23,362)	52%
Building Permits	\$ (328,652)	\$ (263,122)	\$ (761,910)	\$ (1,008,063)	132%
Animal Licenses	\$ (1,128)	\$ (744)	\$ (1,500)	\$ (744)	50%
Weapon License Permit - Local	\$ (4,738)	\$ (3,408)	\$ (7,500)	\$ (5,816)	78%
Other Non-Bus. Event Permits	\$ (1,800)	\$ (2,185)	\$ (3,000)	\$ (600)	20%
DOJ Fed Dir 16.607 BPV Grant	\$ (415)	\$ (1,899)	\$ (3,900)	\$ (868)	22%
Equitable Sharing - Fed Seize	\$ (3,642)	\$ (8,566)	\$ -	\$ -	0%
DOJ Fed Ind 16.554 NCHIP	\$ -	\$ -	\$ -	\$ -	0%
DOT Fed Ind 20.600 Hwy Safety	\$ -	\$ -	\$ (980)	\$ (980)	100%
DOT Fed Ind 20.601 X52 DUI	\$ -	\$ -	\$ -	\$ -	0%
DOT Fed Ind 20.602 Occ Prot	\$ -	\$ -	\$ -	\$ -	0%
DOT Fed Ind 20.609 X52 Speed	\$ -	\$ -	\$ -	\$ -	0%
Equitable Sharing - Fed Seize	\$ -	\$ -	\$ -	\$ -	0%
DHS Fed Ind 97.012 Boat Safety	\$ -	\$ -	\$ (12,836)	\$ -	0%
DHS Fed Ind 97.012 MPOC	\$ -	\$ -	\$ -	\$ -	0%
DHS Fed Ind 97.036 FEMA	\$ -	\$ -	\$ -	\$ (26,144)	0%
WA Military -Storm Assist	\$ -	\$ -	\$ -	\$ (2,307)	0%
WA Parks-Rec - Boating Safety	\$ -	\$ -	\$ -	\$ -	0%
WA TSC - Police	\$ -	\$ -	\$ -	\$ -	0%
L&I Stay at Work Program	\$ (10,000)	\$ -	\$ -	\$ -	0%
PUD Privilege Tax	\$ -	\$ -	\$ (110,000)	\$ -	0%
Vessel Registration Fees	\$ (11,393)	\$ (11,486)	\$ (11,300)	\$ -	0%
City-County Assistance	\$ (42,792)	\$ (51,629)	\$ (86,000)	\$ (25,079)	29%
Crim Jus - High Crime	\$ -	\$ -	\$ -	\$ -	0%
Crim Jus - Violent Crimes-Pop	\$ (3,635)	\$ (3,808)	\$ (8,400)	\$ (4,018)	48%
Crim Jus - Special Programs	\$ (13,523)	\$ (13,990)	\$ (29,000)	\$ (14,690)	51%
Marijuana Enforcement	\$ -	\$ -	\$ (16,418)	\$ (4,105)	25%
DUI & Other Crim Jus Assist	\$ (2,635)	\$ (2,564)	\$ (5,200)	\$ (2,338)	45%
Liquor-Beer Excise Tax	\$ (28,068)	\$ (32,663)	\$ (130,000)	\$ (71,353)	55%
Liquor Control Board Profits	\$ (128,772)	\$ (127,819)	\$ (254,067)	\$ (64,547)	25%
Housing Authority Pay In Lieu	\$ -	\$ (135)	\$ (135)	\$ (135)	100%
ARRA DOJ Fed Dir - 16.804 IT	\$ -	\$ -	\$ -	\$ -	0%
Accting Srv - ILA Lobbying	\$ (5,660)	\$ -	\$ -	\$ -	0%
Sales of Maps-Publications	\$ (6)	\$ (6)	\$ (10)	\$ (36)	360%
Duplicating Srv	\$ (528)	\$ (598)	\$ (1,100)	\$ (215)	20%
Duplicating Srv - PRR	\$ (17)	\$ (174)	\$ (200)	\$ (287)	144%
Duplicating Srv - Laminate	\$ (802)	\$ (627)	\$ (1,500)	\$ (1,033)	69%

2016 - 2nd Quarter Financial Detail

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Period 01 - 06

Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
Election Candidate Filing Fee	\$ -	\$ -	\$ -	\$ -	0%
Passports	\$ (31,525)	\$ (34,007)	\$ (60,000)	\$ (39,991)	67%
Passport Photos	\$ (9,680)	\$ (11,348)	\$ (15,000)	\$ (13,424)	89%
LE Services	\$ -	\$ (330)	\$ (300)	\$ (220)	73%
LE Services - Extra Duty	\$ (1,173)	\$ (2,464)	\$ (3,500)	\$ (6,349)	181%
LE Services - SRO	\$ (83,157)	\$ (85,435)	\$ (144,325)	\$ (75,383)	52%
LE - Fingerprinting	\$ (2,760)	\$ (2,175)	\$ (5,000)	\$ (749)	15%
Protective Inspections - Fire	\$ (427)	\$ (1,537)	\$ (1,500)	\$ (3,175)	212%
Information Srv- ILA	\$ (78,478)	\$ (81,692)	\$ (83,000)	\$ (83,112)	100%
Zoning and Subdivision Fees	\$ (44,574)	\$ (71,966)	\$ (150,000)	\$ (135,359)	90%
Zoning&Subdiv-Pymnt In-Lieu	\$ -	\$ -	\$ -	\$ -	0%
Planning - Developer Reimburse	\$ (728)	\$ (400)	\$ -	\$ -	0%
Reimb - Sno Isle Library	\$ (5,243)	\$ (5,949)	\$ (5,000)	\$ (6,145)	123%
Boating Safety Class	\$ -	\$ -	\$ -	\$ -	0%
Mandatory Insurance-Admin Fee	\$ (49)	\$ -	\$ (100)	\$ (25)	25%
District Court	\$ (81,174)	\$ (70,798)	\$ (150,000)	\$ (71,058)	47%
Violations Bureau - Local	\$ (3,616)	\$ (4,176)	\$ (7,000)	\$ (4,869)	70%
Animal Impound Fees	\$ (482)	\$ -	\$ -	\$ -	0%
Investment Interest	\$ (2,914)	\$ (4,754)	\$ (6,000)	\$ (12,387)	206%
Real & Personal Prop Tax Int	\$ 236	\$ (94)	\$ (200)	\$ (266)	133%
Sales & Use Tax Interest	\$ (307)	\$ (609)	\$ (500)	\$ (623)	125%
Leasehold Excise Tax Interest	\$ (0)	\$ (1)	\$ -	\$ (0)	0%
Special Events - Rental Reimb	\$ (510)	\$ (583)	\$ (1,500)	\$ (560)	37%
Boat Launch Parking Fees	\$ (3,196)	\$ (3,703)	\$ (6,200)	\$ (4,099)	66%
Boat Launch Closure Fees	\$ -	\$ -	\$ -	\$ (100)	0%
Facilities Rental - Short Term	\$ (5,588)	\$ (6,100)	\$ (8,000)	\$ (6,828)	85%
Lease LT - Lundeen House	\$ -	\$ -	\$ -	\$ (200)	0%
Lease LT City Shop	\$ (13,279)	\$ (12,230)	\$ (26,143)	\$ (12,230)	47%
Lease (LT) WWTP Property	\$ (10)	\$ (10)	\$ (10)	\$ (10)	100%
Lease LT - Ranheim	\$ -	\$ -	\$ -	\$ (1,560)	0%
Chamber Office - Other Charges	\$ (300)	\$ -	\$ (600)	\$ (450)	75%
Arts Commission Donation	\$ (2,172)	\$ (1,750)	\$ -	\$ (500)	0%
Arts-Sidewalk Chalk	\$ -	\$ -	\$ -	\$ -	0%
Donation-Police Dept	\$ (8,688)	\$ (500)	\$ (10,000)	\$ (10,000)	100%
Private Grants - HR	\$ (195)	\$ (539)	\$ (200)	\$ (543)	271%
Sale of Scrap & Junk Property	\$ -	\$ (221)	\$ -	\$ -	0%
Unclaimed Money & Property	\$ -	\$ (488)	\$ -	\$ -	0%
Sale of Confiscated & Forfeite	\$ (1,833)	\$ (222)	\$ (1,800)	\$ -	0%
Misc Rev. Judgment-Settlement	\$ (2,430)	\$ (162)	\$ (2,500)	\$ (264)	11%
Employee Reimb Contrib- Guns	\$ -	\$ -	\$ -	\$ -	0%
Cash Adjustments	\$ 25	\$ -	\$ -	\$ 100	0%
Miscellaneous Revenue -Other	\$ (1,014)	\$ (1,867)	\$ -	\$ -	0%
Miscellaneous Revenue - Other	\$ -	\$ -	\$ (1,200)	\$ (3,174)	265%
Refundable Customer Deposits	\$ (60)	\$ 160	\$ (200)	\$ (60)	30%
Seizure -State Remit Portion	\$ (204)	\$ (25)	\$ (200)	\$ -	0%
Refunds or Overpayments	\$ -	\$ -	\$ (100)	\$ (518)	518%
Sale of Capital - Pk Property	\$ -	\$ -	\$ -	\$ -	0%
Insurance Recoveries - Capital	\$ -	\$ (582)	\$ -	\$ (1,269)	0%
Interfund Transfer In	\$ -	\$ -	\$ -	\$ -	0%
Insurance Recoveries - Non Cap	\$ -	\$ (8,351)	\$ (9,000)	\$ (8,334)	93%
Revenue Total	\$ 4,632,161	\$ 4,847,318	\$ 10,101,302	\$ 5,584,639	55%
Legislative - Salaries	\$ 16,100	\$ 22,825	\$ 76,800	\$ 31,875	42%
Legislative - Social Security	\$ 1,232	\$ 1,746	\$ 5,375	\$ 1,876	35%

2016 - 2nd Quarter Financial Detail

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Period 01 - 06

Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
Legislative - Workmans Compen	\$ 45	\$ 44	\$ 500	\$ 112	22%
Legislative - Operating Costs	\$ 138	\$ 4,185	\$ 300	\$ 390	130%
Legislative - Travel & Mtgs	\$ 919	\$ 1,959	\$ 43,800	\$ 18,853	43%
Legislative - Rentals	\$ -	\$ 345	\$ 1,000	\$ 289	29%
Legislative - Prof. Developmen	\$ 557	\$ 750	\$ 14,275	\$ 3,548	25%
Legislative-C.C.Retreat	\$ -	\$ 4,156	\$ 5,000	\$ 2,517	50%
Legislative- Elections Cost	\$ -	\$ -	\$ -	\$ -	0%
Legislative-Voter Reg Fees	\$ -	\$ -	\$ -	\$ -	0%
Executive - Salaries	\$ 7,200	\$ 10,400	\$ 24,000	\$ 12,000	50%
Executive - Social Security	\$ 551	\$ 796	\$ 1,993	\$ 1,481	74%
Executive - Workmans Comp	\$ 32	\$ 42	\$ 103	\$ 64	62%
Executive - Supplies	\$ 74	\$ 36	\$ 100	\$ 123	123%
Executive - Communication	\$ 466	\$ 431	\$ 1,050	\$ 352	34%
Executive - Travel & Mtgs	\$ 185	\$ 508	\$ 1,000	\$ 1,805	181%
Executive - Miscellaneous	\$ -	\$ -	\$ 100	\$ (100)	-100%
Executive - Prof. Development	\$ 123	\$ 525	\$ 600	\$ 817	136%
Executive - Board/Staff Apprec	\$ -	\$ -	\$ 200	\$ 559	279%
Legislative - Election Costs	\$ 6,803	\$ -	\$ 10,000	\$ -	0%
Legislative - Voter Reg Fees	\$ 32,352	\$ 35,055	\$ 40,000	\$ 36,184	90%
Legislative & Executive	\$ 66,776	\$ 83,802	\$ 226,196	\$ 112,745	50%
AD-Salaries	\$ 45,505	\$ 56,810	\$ 118,897	\$ 36,985	31%
AD-Benefits	\$ 7,490	\$ 8,296	\$ 18,417	\$ 6,078	33%
AD-Social Security	\$ 3,538	\$ 4,306	\$ 9,609	\$ 2,829	29%
AD-Retirement	\$ 4,188	\$ 5,109	\$ 11,611	\$ -	0%
AD-Workmans Compensation	\$ 79	\$ 76	\$ 400	\$ -	0%
AD-Office Supply	\$ 34	\$ 66	\$ 150	\$ 6	4%
AD-Professional Services	\$ -	\$ -	\$ -	\$ 71,994	0%
AD-Communications	\$ 509	\$ 493	\$ 1,250	\$ 628	50%
AD-Travel & Meetings	\$ 537	\$ 523	\$ 1,000	\$ 974	97%
AD-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	0%
AD-Staff Development	\$ 45	\$ 150	\$ 600	\$ 450	75%
AD-Miscellaneous	\$ 142	\$ 100	\$ 250	\$ -	0%
Administration	\$ 62,067	\$ 75,929	\$ 162,184	\$ 119,945	74%
CC-Salaries	\$ 25,827	\$ 50,442	\$ 114,690	\$ 52,906	46%
CC-Overtime	\$ 1,309	\$ 1,482	\$ 2,060	\$ 1,447	70%
CC-Benefits	\$ 6,323	\$ 8,555	\$ 19,037	\$ 8,362	44%
CC-Social Security	\$ 2,046	\$ 4,462	\$ 9,932	\$ 4,591	46%
CC-Retirement	\$ 2,027	\$ 4,772	\$ 12,002	\$ 5,867	49%
CC-Workmans Compensation	\$ 114	\$ 198	\$ 414	\$ 211	51%
CC-Office Supply	\$ 492	\$ 423	\$ 1,550	\$ 679	44%
CC-Professional Services	\$ 7,592	\$ 1,331	\$ 7,000	\$ 1,764	25%
CC-Communications	\$ 296	\$ 176	\$ 500	\$ 449	90%
CC-Travel & Meetings	\$ -	\$ 22	\$ 984	\$ 890	90%
CC-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	0%
CC-Miscellaneous	\$ 75	\$ 150	\$ 200	\$ 420	210%
CC-Misc CC Fees DOL	\$ 389	\$ -	\$ -	\$ -	0%
CC-Staff Development	\$ -	\$ -	\$ 900	\$ 775	86%
City Clerk	\$ 46,490	\$ 72,013	\$ 169,269	\$ 78,361	46%
FI-Salaries	\$ 58,318	\$ 58,922	\$ 119,231	\$ 60,740	51%
FI-Overtime	\$ -	\$ -	\$ -	\$ -	0%
FI-Benefits	\$ 6,484	\$ 8,748	\$ 18,854	\$ 8,504	45%
FI-Social Security	\$ 4,439	\$ 4,487	\$ 9,837	\$ 4,478	46%
FI-Retirement	\$ 5,371	\$ 5,432	\$ 11,886	\$ 6,581	55%
FI-Workmans Comp	\$ 156	\$ 160	\$ 410	\$ 168	41%

2016 - 2nd Quarter Financial Detail

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Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
FI-Office Supplies	\$ 1,312	\$ 215	\$ 2,700	\$ 488	18%
FI-Professional Service	\$ -	\$ -	\$ 35,000	\$ 1,309	4%
FI-Advertising	\$ 17	\$ 67	\$ 200	\$ 623	311%
FI-Communications	\$ 185	\$ 161	\$ 400	\$ 149	37%
FI-Travel & Meetings	\$ 804	\$ 171	\$ 1,575	\$ 535	34%
FI-Insurance	\$ 127	\$ 122	\$ 130	\$ 116	89%
FI-Software Maint	\$ 29,614	\$ 9,553	\$ 10,000	\$ -	0%
FI-Miscellaneous	\$ 100	\$ 226	\$ 300	\$ 147	49%
FI-Staff Development	\$ -	\$ 490	\$ 1,325	\$ 310	23%
FI-Banking Services	\$ 466	\$ 705	\$ 1,000	\$ 668	67%
FI - Credit Card Services	\$ -	\$ -	\$ -	\$ 4,635	0%
FI- Capital Outlay	\$ -	\$ -	\$ -	\$ -	0%
Finance	\$ 107,392	\$ 89,461	\$ 212,848	\$ 89,451	42%
HR-Safety Program	\$ 579	\$ 598	\$ 1,250	\$ 451	36%
HR-Wellness Program	\$ 150	\$ 17	\$ 1,000	\$ 301	30%
HR-Salaries	\$ 36,032	\$ 38,306	\$ 78,145	\$ 39,072	50%
HR-Benefits	\$ 3,996	\$ 3,956	\$ 10,250	\$ 4,104	40%
HR-Soc Security	\$ 2,734	\$ 2,908	\$ 5,824	\$ 2,967	51%
HR-Retirement	\$ 3,319	\$ 3,528	\$ 6,756	\$ 4,368	65%
HR-Workmans Compensation	\$ 102	\$ 92	\$ 466	\$ 102	22%
HR-Office Supplies	\$ 136	\$ 46	\$ 350	\$ 168	48%
HR-Operating Cost	\$ 398	\$ -	\$ 150	\$ -	0%
HR-Professional Services	\$ 474	\$ 274	\$ 5,720	\$ 3,510	61%
HR-Communications	\$ 374	\$ 342	\$ 871	\$ 337	39%
HR-Travel & Meetings	\$ 246	\$ 260	\$ 400	\$ 281	70%
HR-Miscellaneous	\$ 61	\$ 546	\$ 600	\$ 257	43%
HR - Staff Development	\$ 270	\$ 570	\$ 425	\$ 320	75%
HR-Civil - Office Supply	\$ -	\$ -	\$ 250	\$ -	0%
HR-Civil - Professional Srv	\$ 425	\$ 425	\$ 2,125	\$ 425	20%
Human Resources	\$ 49,297	\$ 51,870	\$ 114,582	\$ 56,663	49%
IT-Salaries	\$ 69,695	\$ 67,970	\$ 165,768	\$ 69,226	42%
IT-Overtime	\$ 131	\$ 588	\$ 1,500	\$ 830	55%
IT-Benefits	\$ 17,656	\$ 17,326	\$ 36,809	\$ 17,901	49%
IT-Soc Security	\$ 5,261	\$ 5,164	\$ 18,404	\$ 5,276	29%
IT-Retirement	\$ 6,431	\$ 6,314	\$ 16,932	\$ 7,832	46%
IT-Workmans Compensation	\$ 218	\$ 179	\$ 1,472	\$ 196	13%
IT-Office Supplies	\$ 10	\$ -	\$ 500	\$ 22	4%
IT-Fuel	\$ -	\$ 29	\$ 200	\$ 83	42%
IT-Professional Services	\$ -	\$ -	\$ 20,000	\$ 113	1%
IT-Communications	\$ 788	\$ 851	\$ 1,987	\$ 921	46%
IT-Travel & Meetings	\$ -	\$ -	\$ 900	\$ 11	1%
IT-Repair & Maintenance	\$ -	\$ 499	\$ 500	\$ 451	90%
IT-Miscellaneous	\$ -	\$ -	\$ 75	\$ 75	100%
IT-Staff Development	\$ -	\$ -	\$ 250	\$ -	0%
Information Technology	\$ 100,188	\$ 98,920	\$ 265,297	\$ 102,938	39%
Pension and Other Benefits	\$ -	\$ -	\$ -	\$ -	0%
PL-Salaries	\$ 118,551	\$ 142,786	\$ 483,981	\$ 189,502	39%
PL-Overtime	\$ 99	\$ 154	\$ 500	\$ 356	71%
PL-Benefits	\$ 31,850	\$ 27,927	\$ 133,978	\$ 36,682	27%
PL-Social Security	\$ 9,882	\$ 13,123	\$ 29,234	\$ 17,452	60%
PL-Retirement	\$ 10,214	\$ 15,816	\$ 29,234	\$ 24,735	85%
PL-Workmans Comp	\$ 376	\$ 563	\$ 2,923	\$ 798	27%
PL-Office Supplies	\$ 967	\$ 657	\$ 9,250	\$ 539	6%
PL-Operating Costs	\$ 720	\$ 717	\$ 11,500	\$ 2,684	23%

2016 - 2nd Quarter Financial Detail

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Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
PL-Fuel	\$ -	\$ -	\$ -	\$ 30	0%
PL-Small Tools	\$ -	\$ -	\$ 1,200	\$ -	0%
PL-Professional Servic	\$ 4,381	\$ 2,095	\$ 25,430	\$ 35,630	140%
PL-CA-Developer Reimb	\$ 1,907	\$ 7,450	\$ 10,000	\$ 8,875	89%
PL-Software Maint.	\$ -	\$ 6,082	\$ 7,250	\$ 6,082	84%
PL-Advertising	\$ 2,448	\$ 4,387	\$ 8,500	\$ 6,601	78%
PL-Communication	\$ 1,370	\$ 1,273	\$ 4,234	\$ 1,453	34%
PL-Travel & Mtgs	\$ 204	\$ 173	\$ 2,240	\$ 4,642	207%
PL-Repairs & Maint.	\$ 223	\$ 564	\$ 1,400	\$ 344	25%
PL-Miscellaneous	\$ 150	\$ 199	\$ 300	\$ 50	17%
PL-Staff Development	\$ 1,137	\$ 120	\$ 3,500	\$ 1,420	41%
PL-Printing and Bindin	\$ 60	\$ 117	\$ 1,000	\$ 22	2%
PL-UGA-RUTA	\$ -	\$ -	\$ -	\$ -	0%
PL-Prof Serv-Hearing E	\$ 364	\$ -	\$ 7,500	\$ 6,158	82%
PL-GIS Mapping	\$ -	\$ -	\$ -	\$ -	0%
PL-Commision - Travel & Mtgs	\$ -	\$ -	\$ -	\$ -	0%
PL-Commision - Misc	\$ -	\$ -	\$ 100	\$ -	0%
PL-Economic Devel	\$ 12,200	\$ 140	\$ 228,500	\$ 7,151	3%
PB-Salaries	\$ 78,780	\$ 115,591	\$ 232,680	\$ 80,319	35%
PB-Overtime	\$ -	\$ 67	\$ 100	\$ 271	271%
PB-Benefits	\$ 17,084	\$ 26,864	\$ 51,085	\$ 19,658	38%
PB-Social Security	\$ 5,516	\$ 7,487	\$ 23,000	\$ 4,501	20%
PB-Retirement	\$ 7,256	\$ 9,149	\$ 23,499	\$ 6,680	28%
PB-Workmans Comp	\$ 1,383	\$ 1,614	\$ 4,586	\$ 1,503	33%
PB-Office Supplies	\$ 280	\$ 622	\$ 1,700	\$ 566	33%
PB-Operating Cost	\$ 458	\$ 424	\$ 1,000	\$ 1,635	164%
PB - Clothing	\$ -	\$ -	\$ -	\$ -	0%
PB-Fuel	\$ 511	\$ 926	\$ 1,800	\$ 382	21%
PB-Professional Srv	\$ 212	\$ 955	\$ 2,500	\$ 80,485	3219%
PB-Advertising	\$ 509	\$ -	\$ 500	\$ 675	135%
PB-Communication	\$ 473	\$ 591	\$ 1,200	\$ 618	51%
PB-Travel & Mtgs	\$ -	\$ -	\$ 800	\$ 893	112%
PB-Repair & Maintenance	\$ -	\$ 350	\$ 1,200	\$ 588	49%
PB-Miscellaneous	\$ 220	\$ 95	\$ 300	\$ 95	32%
PB-Staff Development	\$ 69	\$ 175	\$ 1,300	\$ 635	49%
PL-Capital Outlay	\$ -	\$ -	\$ -	\$ 2,430	0%
PB-Capital Outlay	\$ -	\$ -	\$ -	\$ -	0%
Planning & Community Develop	\$ 309,852	\$ 389,253	\$ 1,349,004	\$ 553,138	41%
LE-Salaries	\$ 1,048,862	\$ 1,173,994	\$ 2,746,926	\$ 1,221,491	44%
LE-Salaries Extra Duty	\$ -	\$ -	\$ -	\$ -	0%
LE-Holiday Cashout	\$ -	\$ -	\$ -	\$ -	0%
LE-Overtime	\$ 149,882	\$ 111,730	\$ 254,840	\$ 144,858	57%
LE - Extra Duty Salary	\$ -	\$ -	\$ -	\$ -	0%
LE-Salaries Extra Duty	\$ -	\$ 406	\$ 10,000	\$ 703	7%
LE-Holiday Cashout	\$ -	\$ 4,400	\$ 66,000	\$ 11,209	17%
LE-Benefits	\$ 268,786	\$ 304,375	\$ 704,669	\$ 312,678	44%
LE-Social Security	\$ 87,629	\$ 93,893	\$ 207,027	\$ 104,586	51%
LE-Retirement	\$ 68,393	\$ 72,260	\$ 177,027	\$ 78,697	44%
LE-Workmans Compensation	\$ 23,423	\$ 24,043	\$ 50,703	\$ 29,542	58%
LE-Clothing	\$ 27,294	\$ 26,761	\$ 50,471	\$ 28,510	56%
LE-Office Supplies	\$ 7,141	\$ 8,383	\$ 16,500	\$ 6,829	41%
LE-Operating Costs	\$ 18,346	\$ 20,383	\$ 88,051	\$ 24,910	28%
LE- Ops NW Computers	\$ 3,006	\$ 1,864	\$ 10,600	\$ 1,121	11%
LE-Donation Exp Helmets	\$ -	\$ 579	\$ 500	\$ -	0%

2016 - 2nd Quarter Financial Detail

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Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
LE - Donation Exp - Other	\$ -	\$ 9,234	\$ 12,500	\$ 1,674	13%
LE-Fuel	\$ 28,299	\$ 22,740	\$ 83,769	\$ 19,692	24%
LE-Professional Services	\$ 29,464	\$ 13,845	\$ 68,310	\$ 94,239	138%
LE-Prof Serv-Lexipol	\$ 4,450	\$ 3,783	\$ 9,800	\$ 4,450	45%
LE-Professional Srv-Legal	\$ 6,400	\$ 13,526	\$ 20,000	\$ -	0%
LE-Advertising	\$ 863	\$ 1,110	\$ 1,500	\$ 865	58%
LE-Communication	\$ 14,193	\$ 12,720	\$ 35,800	\$ 13,643	38%
LE-Travel & Meetings	\$ 2,592	\$ 3,578	\$ 18,725	\$ 11,380	61%
LE-Insurance	\$ 96,749	\$ 144,182	\$ 203,082	\$ 203,194	100%
LE-Repair & Maintenance Equip	\$ 27,351	\$ 66,883	\$ 84,900	\$ 29,204	34%
LE-Dues & Memberships	\$ 1,068	\$ 1,274	\$ 5,015	\$ 1,060	21%
LE-Boating Salaries Local	\$ 1,128	\$ 309	\$ 20,432	\$ 483	2%
LE-Boating - Other Salaries	\$ 2,999	\$ 4,918	\$ 8,000	\$ 3,870	48%
LE- Boating Benefit Local	\$ 443	\$ 129	\$ 8,225	\$ 214	3%
LE-Boat Other Benefits	\$ 799	\$ 1,524	\$ 3,100	\$ 862	28%
LE-Boating Clothing	\$ -	\$ 288	\$ 600	\$ -	0%
LE-Boating Operating	\$ 3,273	\$ 388	\$ 1,000	\$ 328	33%
LE-Boating-Fuel	\$ -	\$ 98	\$ 1,800	\$ 373	21%
LE-Boating-Travel	\$ 61	\$ 732	\$ 5,586	\$ 2,119	38%
LE-Boating Repair & Maint	\$ -	\$ -	\$ 5,000	\$ 2,274	45%
LE- Investigation Ops Costs	\$ 319	\$ 692	\$ 1,700	\$ 8	0%
LE-Investigations Prof.Service	\$ -	\$ -	\$ 5,000	\$ -	0%
LE-Crime Prevention Op Costs	\$ -	\$ -	\$ 1,650	\$ 35	2%
LE - Investigations Prof Srvs	\$ -	\$ -	\$ -	\$ -	0%
LE-Drug Task Force	\$ -	\$ -	\$ 8,000	\$ -	0%
LE-Staff Development	\$ 4,180	\$ 11,372	\$ 9,765	\$ 7,355	75%
LE - Staff Development - Range	\$ -	\$ -	\$ -	\$ -	0%
LE- Staff Development - BLEA	\$ -	\$ -	\$ 6,126	\$ -	0%
LE-Boating-Training	\$ -	\$ -	\$ 1,490	\$ 10	1%
LE-Utilities	\$ 5,284	\$ 7,057	\$ 16,000	\$ 6,621	41%
LE -Repair & Maint Facilities	\$ -	\$ -	\$ 8,600	\$ 2,368	28%
LE-Traffic Policing-Grants	\$ -	\$ -	\$ -	\$ -	0%
LE - Evidence Room - Supplies	\$ -	\$ -	\$ 7,000	\$ 324	5%
LE - Evidence Impound	\$ -	\$ -	\$ 4,000	\$ 3,724	93%
LE-Evidence Room-Alarm	\$ 360	\$ 451	\$ 2,000	\$ 348	17%
LE-Jail	\$ 97,799	\$ 86,796	\$ 300,000	\$ 57,247	19%
LE-Snopac Dispatch	\$ 227,358	\$ 232,977	\$ 392,150	\$ 221,940	57%
LE-Environmental-Animal Contro	\$ 4,924	\$ 4,545	\$ 15,000	\$ 3,765	25%
LE-Domestic Violence	\$ -	\$ -	\$ -	\$ -	0%
LE-Seizure-Forfeit-State Remit	\$ 150	\$ -	\$ 200	\$ -	0%
LE-Capital Equipment	\$ 12,940	\$ -	\$ 53,400	\$ 9,122	17%
LE-Transfers Out	\$ -	\$ 4,000	\$ 8,000	\$ 4,000	50%
Law Enforcement	\$ 2,276,209	\$ 2,492,223	\$ 5,820,539	\$ 2,671,927	46%
PK-Salaries	\$ 5,316	\$ 7,823	\$ 90,931	\$ 32,166	35%
PK-Seasonal Salaries	\$ 1,080	\$ 3,580	\$ 24,000	\$ -	0%
PK-Overtime	\$ 258	\$ 371	\$ 3,900	\$ 322	8%
PK-Benefits	\$ 1,425	\$ 2,087	\$ 26,134	\$ 6,849	26%
PK-Seasonal Benefits	\$ 156	\$ 506	\$ 4,000	\$ -	0%
PK-Social Security	\$ 400	\$ 453	\$ 3,495	\$ 2,223	64%
PK-Retirement	\$ 490	\$ 531	\$ 3,495	\$ 2,270	65%
PK-Workmans Compensation	\$ 66	\$ 55	\$ 349	\$ 1,308	375%
PK- Clothing - Boot Allowance	\$ -	\$ 225	\$ 225	\$ -	0%
PK-Operating Costs	\$ 5,497	\$ 4,126	\$ 21,550	\$ 13,921	65%
PK-Ops-Clothing	\$ -	\$ 82	\$ 2,360	\$ 1,727	73%

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Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
PK-Eagle Ridge Pk-Ops	\$ -	\$ -	\$ 1,000	\$ -	0%
PK-Lundeen-Op Costs	\$ 686	\$ 6,168	\$ 232,959	\$ 3,619	2%
PK-North Cove Park Ops	\$ -	\$ -	\$ 100	\$ -	0%
PK-Swim Beach Ops	\$ -	\$ -	\$ -	\$ -	0%
PK - Boat Launch Expenses	\$ 49	\$ -	\$ 400	\$ -	0%
PK-Fuel Costs	\$ 211	\$ 160	\$ 500	\$ 166	33%
PK-Professional Services	\$ 96	\$ 96	\$ 1,375	\$ 335	24%
PK -Professional Tree Srv	\$ -	\$ -	\$ 78,500	\$ 17,886	23%
PK-Communication	\$ 814	\$ 717	\$ 2,440	\$ 829	34%
PK-Travel & Meetings	\$ -	\$ -	\$ 100	\$ 23	23%
PK-Equipment Rental	\$ 970	\$ 1,308	\$ 3,000	\$ 1,276	43%
PK-Insurance	\$ 3,174	\$ 3,144	\$ 3,905	\$ 4,212	108%
PK-Utilities	\$ 4,392	\$ 4,804	\$ 11,500	\$ 4,841	42%
PK-Storm Drainage	\$ 1,216	\$ 1,216	\$ 2,432	\$ 1,216	50%
PK-Repair & Maintenance	\$ 2,552	\$ 1,251	\$ 6,000	\$ 391	7%
PK-Lundeen-Repair & Maint	\$ 1,010	\$ -	\$ -	\$ 473	0%
PK-Miscellaneous	\$ -	\$ -	\$ 150	\$ -	0%
PK-Staff Development	\$ -	\$ -	\$ 50	\$ 70	140%
PK-Park Board-Miscellaneous	\$ 12	\$ -	\$ 150	\$ -	0%
PK-Capital Outlay	\$ -	\$ -	\$ 148,000	\$ 26,486	18%
Parks	\$ 29,869	\$ 38,704	\$ 673,000	\$ 122,607	18%
LG-Professional Service	\$ 54,349	\$ 50,425	\$ 85,000	\$ 85,036	100%
PG-Prosecutor Fees	\$ 42,900	\$ 44,616	\$ 147,000	\$ 52,847	36%
LG-Travel & Meetings	\$ -	\$ -	\$ -	\$ -	0%
LG-General Indigent Defense	\$ 36,638	\$ 46,890	\$ 175,000	\$ 49,088	28%
Legal	\$ 133,886	\$ 141,931	\$ 407,000	\$ 186,970	46%
CS-Visitor Center	\$ -	\$ -	\$ 800	\$ -	0%
CS - VIC Utilities	\$ -	\$ -	\$ -	\$ 136	0%
CS-Human Services	\$ -	\$ -	\$ -	\$ -	0%
CS-Aging Services-Supplies	\$ 241	\$ 12,684	\$ 250	\$ 232	93%
CS-Aging Services-Utilities	\$ 212	\$ -	\$ -	\$ -	0%
CS-Aging Services R&M	\$ -	\$ 11,950	\$ -	\$ -	0%
CS-Special Event-Equip Rent	\$ 439	\$ 518	\$ 1,500	\$ 550	37%
CS-Library-Office & Operating	\$ 596	\$ 119	\$ 1,500	\$ 490	33%
CS-Library-Professional Svc	\$ -	\$ -	\$ -	\$ -	0%
CS-Library-Utilities	\$ 3,585	\$ 3,196	\$ 7,000	\$ 2,888	41%
CS-Library Storm Drainage	\$ 281	\$ 281	\$ 563	\$ 281	50%
CS-Library-Repair & Maint.	\$ 8,813	\$ 1,118	\$ 4,500	\$ -	0%
CS-Arts Commission	\$ 1,146	\$ 1,012	\$ 5,074	\$ 2,857	56%
CS-Community Activity-Aquafest	\$ -	\$ -	\$ 3,500	\$ -	0%
CS-Historical-Communications	\$ 81	\$ 66	\$ 288	\$ 71	25%
CS-Historical-Utilities	\$ 740	\$ 307	\$ 830	\$ 93	11%
CS-Community Center-Ops	\$ 742	\$ 326	\$ 1,900	\$ 597	31%
CS-Community Center - Cleaning	\$ 575	\$ 575	\$ 1,200	\$ 650	54%
CS-Community Center - Comm	\$ 81	\$ 66	\$ 172	\$ 71	41%
CS-Community Center-Utilities	\$ 2,689	\$ 3,082	\$ 6,000	\$ 2,128	35%
CS-Community Center - R & M	\$ 206	\$ 202	\$ 13,500	\$ 7,827	58%
CS-Grimm House Expenses	\$ 422	\$ 14,324	\$ 600	\$ 93	16%
CS-Library - Capital Outlay	\$ -	\$ -	\$ -	\$ -	0%
CS-Community Center - Capital	\$ -	\$ -	\$ -	\$ -	0%
Community	\$ 20,847	\$ 49,826	\$ 49,177	\$ 18,965	39%
GG-Advisory Srv-Lobbying-Hwy9	\$ 9,071	\$ -	\$ -	\$ -	0%
GG-Advisory Srv - Lobbying	\$ 25,026	\$ 25,363	\$ 63,860	\$ 26,924	42%
GG-Municipal Court Fees	\$ 31,771	\$ 36,314	\$ 100,000	\$ 44,515	45%

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Period 01 - 06

Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
GG-Operating	\$ 5,433	\$ 6,151	\$ 17,400	\$ 5,844	34%
GG-Fuel	\$ -	\$ 31	\$ 200	\$ 30	15%
GG-Professional Service	\$ 3,580	\$ 12,395	\$ 6,550	\$ 14,712	225%
GG-Communication	\$ 1,749	\$ 979	\$ 4,000	\$ 1,999	50%
GG-Equipment Rental	\$ 744	\$ 640	\$ 1,625	\$ 639	39%
GG-Insurance	\$ 4,068	\$ 3,880	\$ 70,546	\$ 70,615	100%
GG-Utilities	\$ 8,554	\$ 7,981	\$ 20,000	\$ 7,626	38%
GG-Storm Drainage	\$ 1,440	\$ 1,599	\$ 3,198	\$ 1,599	50%
GG-Repair & Maintenance	\$ 1,648	\$ 2,886	\$ 55,000	\$ 2,921	5%
GG-Miscellaneous	\$ 581	\$ 694	\$ 1,600	\$ 2,302	144%
GG-Salaries Regular	\$ 7,152	\$ 9,862	\$ 25,332	\$ 10,614	42%
GG-Salaries Overtime	\$ -	\$ 53	\$ 1,500	\$ 177	12%
GG-Benefits	\$ 1,538	\$ 2,753	\$ 7,063	\$ 2,868	41%
GG-Social Security	\$ 546	\$ 578	\$ 2,435	\$ 592	24%
GG-Retirement	\$ 666	\$ 704	\$ 2,435	\$ 875	36%
GG-Workers Compensation	\$ 147	\$ 110	\$ 244	\$ 130	53%
GG-Advertising	\$ 165	\$ 246	\$ 600	\$ 709	118%
GG-PRR - Print-Copy	\$ -	\$ 56	\$ 100	\$ -	0%
GG-PSRC	\$ -	\$ -	\$ 9,000	\$ -	0%
GG-Chamber of Commerce	\$ -	\$ -	\$ -	\$ 1,620	0%
GG-Economic Alliance	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	100%
GG-Visitor Center	\$ 770	\$ 800	\$ 800	\$ 800	100%
GG-AWC	\$ 19,683	\$ 20,027	\$ 20,734	\$ 20,734	100%
GG-SnoCo Tomorrow	\$ 5,093	\$ 5,201	\$ 5,400	\$ 5,345	99%
GG-Excise Tax	\$ 1,221	\$ 1,056	\$ 2,500	\$ 1,502	60%
GG-WA Aerospace Partnership	\$ -	\$ -	\$ 1,000	\$ 1,000	100%
GG - Small Business Dev Center	\$ -	\$ -	\$ 3,000	\$ -	0%
GG-Judgments & Settlements	\$ -	\$ 110,000	\$ -	\$ -	0%
GG-Protectective Insp Enforce	\$ -	\$ -	\$ 1,000	\$ -	0%
GG-Emergency	\$ 16,283	\$ -	\$ 35,000	\$ 17,219	49%
GG-Pollution Earthday Salaries	\$ -	\$ -	\$ -	\$ -	0%
GG-Pollution Earthday Benefits	\$ -	\$ -	\$ -	\$ -	0%
GG-Pollution Earthday Supplies	\$ 20	\$ -	\$ -	\$ 284	0%
GG-Air Pollution	\$ 6,385	\$ 8,221	\$ 19,500	\$ 9,579	49%
GG-Liquor Tax to SnoCo	\$ 3,130	\$ 3,217	\$ 6,500	\$ 3,996	61%
GG-Refunds	\$ 810	\$ -	\$ 500	\$ -	0%
GG - Lundeen House Capital	\$ -	\$ -	\$ 60,000	\$ 27,351	46%
GG - Property Purch - LE	\$ -	\$ -	\$ -	\$ 2,461,824	0%
GG-Contrib Police Capital Fund	\$ 84,000	\$ 80,000	\$ 235,000	\$ 94,000	40%
GG-Contrib to Unemployment	\$ 1,894	\$ -	\$ -	\$ -	0%
GG-Contrib to Treas Trust	\$ -	\$ -	\$ -	\$ -	0%
GG-Contrib to Equip Replace	\$ 34,340	\$ 76,500	\$ 123,000	\$ 61,500	50%
Transfer to PW Equip	\$ -	\$ 6,815	\$ 12,225	\$ -	0%
GG-Contrib to Muni Arts Fund	\$ -	\$ 20,000	\$ -	\$ -	0%
GG-Trsfr to Cum Res Fund 002	\$ 250,000	\$ 429,088	\$ 800,000	\$ 428,503	54%
GG-Trsfr to Library Annex Fund	\$ -	\$ -	\$ -	\$ -	0%
General Government	\$ 530,507	\$ 877,200	\$ 1,721,847	\$ 3,333,947	194%
Expense Total	\$ 3,733,379	\$ 4,461,129	\$ 11,170,943	\$ 7,447,656	67%
Cash	\$ 6,832,401			\$ 6,059,094	
Contingency Reserve					
Investment Interest	\$ (1,017)	\$ (1,978)	\$ (3,000)	\$ (6,070)	202%
Uncashed Checks	\$ -	\$ -	\$ (100)	\$ -	0%
Interfund Transfer In	\$ (250,000)	\$ (429,088)	\$ (800,000)	\$ (428,503)	54%

2016 - 2nd Quarter Financial Detail

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Period 01 - 06

Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
Revenue Total	\$ 251,017	\$ 431,066	\$ 803,100	\$ 434,573	54%
Unclaimed Checks Paid	\$ -	\$ -	\$ 8,050	\$ -	0%
GR - Interfund Transfer Out	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ -	\$ -	\$ 8,050	\$ -	0%
Cash				\$ 3,841,587	0%

Street

Real & Personal Property Tax	\$ (548,331)	\$ (614,760)	\$ (1,211,113)	\$ (621,102)	51%
Other Govt Utility - Electric	\$ (216,279)	\$ (203,636)	\$ (390,000)	\$ (187,599)	48%
Other Non-Bus. ROW Permits	\$ (8,430)	\$ (13,908)	\$ (20,000)	\$ (12,612)	63%
DHS Fed Ind 97.036 Storm	\$ -	\$ -	\$ -	\$ -	0%
WA State Grt - Storm	\$ -	\$ -	\$ -	\$ -	0%
WA TSC - School Zone	\$ (23,850)	\$ -	\$ -	\$ -	0%
WA TIB - Arterial Preservation	\$ (137,116)	\$ -	\$ -	\$ -	0%
Multimodal Transportation	\$ -	\$ -	\$ -	\$ -	0%
MVFT - City Streets	\$ (283,424)	\$ (286,004)	\$ (652,600)	\$ (269,329)	41%
Street - PW Services	\$ -	\$ -	\$ (1,500)	\$ -	0%
Street Lights - Developer Paid	\$ -	\$ -	\$ -	\$ -	0%
Street - Plan Checking Service	\$ -	\$ -	\$ -	\$ -	0%
Investment Interest	\$ (1,412)	\$ (2,507)	\$ (4,000)	\$ (5,770)	144%
Street Op Special Assessment	\$ (3,968)	\$ (1,666)	\$ (3,000)	\$ (6,326)	211%
Sale of Scrap & Junk Property	\$ -	\$ -	\$ -	\$ -	0%
Misc Rev. Judgment-Settlement	\$ (446)	\$ (150)	\$ (500)	\$ (25)	5%
Miscellaneous Revenue - Other	\$ (347)	\$ (334)	\$ -	\$ -	0%
Miscellaneous Revenue - Other	\$ -	\$ -	\$ (500)	\$ -	0%
Insurance Recoveries - Capital	\$ (8,948)	\$ (233)	\$ -	\$ (1,742)	0%
Interfund Transfer In	\$ -	\$ -	\$ -	\$ -	0%
Insurance Recoveries - Non Cap	\$ (700)	\$ -	\$ (5,000)	\$ -	0%
Revenue Total	\$ 1,233,252	\$ 1,123,198	\$ 2,288,213	\$ 1,104,506	48%
ST-Safety Program	\$ 970	\$ 1,005	\$ 2,150	\$ 762	35%
ST-Salaries	\$ 274,168	\$ 301,722	\$ 636,998	\$ 300,536	47%
ST-Overtime	\$ 7,391	\$ 17,846	\$ 32,000	\$ 20,658	65%
ST-Benefits	\$ 67,451	\$ 75,182	\$ 164,693	\$ 81,957	50%
ST-Social Security	\$ 20,349	\$ 25,882	\$ 53,470	\$ 27,588	52%
ST-Retirement	\$ 25,550	\$ 31,613	\$ 56,791	\$ 40,112	71%
ST-Workmans Compensation	\$ 4,374	\$ 4,746	\$ 9,000	\$ 6,774	75%
ST-Boot - Clothing Allowance	\$ -	\$ 3,208	\$ 4,500	\$ 3,700	82%
ST-Fuel	\$ 4,717	\$ 2,876	\$ 15,000	\$ 2,773	18%
ST-Overlays	\$ 21,479	\$ -	\$ 412,000	\$ -	0%
ST-Advertising	\$ 265	\$ 480	\$ 3,000	\$ 388	13%
ST-Professional Service	\$ 7,828	\$ 5,547	\$ 164,000	\$ 72,977	44%
ST-Rentals-Leases	\$ 38	\$ 131	\$ 500	\$ 168	34%
ST-Repair & Maintenance	\$ 15,314	\$ 10,081	\$ 55,000	\$ 13,867	25%
ST-Miscellaneous	\$ 492	\$ 701	\$ 1,000	\$ 518	52%
ST-Staff Development	\$ 122	\$ 238	\$ 150	\$ 310	207%
ST-Storm Drainage	\$ 1,228	\$ 1,254	\$ 2,455	\$ 1,254	51%
ST - SWM Debt Srv Chrg	\$ 6,608	\$ 6,608	\$ 6,608	\$ 6,608	100%
ST-Sidewalk Repair Supply	\$ 42	\$ -	\$ 25,000	\$ -	0%
ST-Lighting - Utilities	\$ 64,958	\$ 67,649	\$ 160,000	\$ 70,397	44%
ST-Lighting - R&M	\$ -	\$ -	\$ 2,000	\$ -	0%
ST-Traffic Control - Supply	\$ 10,227	\$ 13,733	\$ 68,500	\$ 13,250	19%
ST-Traffic Control -Utility	\$ 1,487	\$ 1,155	\$ 3,000	\$ 973	32%
ST-Traffic Control - R&M	\$ 8,025	\$ 7,491	\$ 14,000	\$ 2,069	15%
ST-Traf Control - Guardrail	\$ -	\$ -	\$ 3,000	\$ -	0%

2016 - 2nd Quarter Financial Detail

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Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
ST-Snow & Ice - Sply	\$ 692	\$ -	\$ 12,000	\$ -	0%
ST-Street Cleaning	\$ 2,970	\$ 3,482	\$ 20,000	\$ 4,171	21%
ST-Roadside - Supply	\$ -	\$ -	\$ 2,500	\$ 5,686	227%
ST - Roadside Equip Rental	\$ -	\$ -	\$ -	\$ 13,504	0%
ST-Clothing	\$ 28	\$ 1,569	\$ 1,800	\$ 1,952	108%
ST-Roundabout Landscape	\$ -	\$ -	\$ 4,000	\$ 1,057	26%
ST-Prof Srv - Legal	\$ 1,369	\$ -	\$ 5,000	\$ -	0%
ST-Software Maint & Support	\$ 389	\$ 326	\$ 4,300	\$ 3,526	82%
ST-Communications	\$ 1,502	\$ 1,384	\$ 3,860	\$ 1,451	38%
ST-Travel & Meetings	\$ 437	\$ 361	\$ 450	\$ 275	61%
ST-Insurance	\$ 44,057	\$ 50,172	\$ 10,367	\$ 10,694	103%
ST-Utilities	\$ 1,434	\$ 1,609	\$ 2,700	\$ 1,604	59%
ST-Facilities R&M	\$ -	\$ -	\$ -	\$ -	0%
ST-Prof Srv - Engineering	\$ -	\$ 10,410	\$ 20,000	\$ 30,871	154%
ST-Prof Srv-GMA Traffic Plan	\$ -	\$ -	\$ -	\$ -	0%
ST-Traf Study-20th SE	\$ -	\$ -	\$ -	\$ -	0%
ST-Hwy 9/204 Circulation Stdy	\$ -	\$ -	\$ -	\$ -	0%
ST-Office Supplies	\$ 283	\$ 162	\$ 2,250	\$ 205	9%
ST-Operating Cost	\$ 10,639	\$ 29,296	\$ 32,200	\$ 25,755	80%
2010 PWTF Loan Principal Pymt	\$ -	\$ 634	\$ 634	\$ 634	100%
2010 PWTF Loan Int Pymt	\$ -	\$ 279	\$ 286	\$ 285	100%
ST-Capital Purchases	\$ 3,800	\$ -	\$ 450,000	\$ 2,542	1%
ST - Capital ROW Purchase	\$ -	\$ -	\$ 32,000	\$ 41,296	129%
ST-Sidewalk Capital Project	\$ -	\$ -	\$ -	\$ -	0%
ST-36th Street Bridge Repair	\$ -	\$ -	\$ -	\$ 150	0%
ST - Cap - Grade Road	\$ -	\$ 9,115	\$ 154,500	\$ 75,064	49%
ST-Cap Proj-Mini Roundabouts	\$ -	\$ -	\$ -	\$ -	0%
ST-Traffic Control-Capital	\$ -	\$ -	\$ 80,000	\$ 38,350	48%
ST-Transfer Out	\$ -	\$ -	\$ -	\$ -	0%
ST-Street Fund-Contr Computer	\$ 2,830	\$ 29,250	\$ 12,000	\$ 6,000	50%
ST-Transfer Out to Street Rsrv	\$ -	\$ -	\$ -	\$ -	0%
ST-Contribution To Equip Fund	\$ 19,950	\$ 45,115	\$ 176,865	\$ 82,500	47%
ST-Trsfr-Sidewalk CapProj Fund	\$ -	\$ -	\$ 500,000	\$ 500,000	100%
ST-Contrib To Unemployment	\$ 950	\$ -	\$ -	\$ -	0%
ST-Transfer Out-PWTF Loan Fund	\$ 957	\$ -	\$ -	\$ -	0%
ST-Contribution-Municipal Arts	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ 635,368	\$ 762,311	\$ 3,422,527	\$ 1,515,207	44%
Cash	\			\$ 3,400,857	

Cap Proj-Developer Contrib

DOT Fed Ind 20.205 LA8543	\$ -	\$ -	\$ -	\$ (132,580)	0%
Local Trans. Act -Impact Fees	\$ -	\$ -	\$ -	\$ -	0%
Traffic Mitigation - GMA Cnty	\$ (280,646)	\$ (180,380)	\$ (100,000)	\$ (97,989)	98%
Traffic Mitigation - TIZ 1	\$ (2,060)	\$ (4,118)	\$ (10,000)	\$ (14,120)	141%
Traffic Mitigation - TIZ 2	\$ -	\$ (53,673)	\$ (400,000)	\$ -	0%
Traffic Mitigation - TIZ 3	\$ -	\$ -	\$ (137,892)	\$ (185,006)	134%
Traffic Mitigation - SEPA	\$ (553)	\$ -	\$ -	\$ -	0%
Park Mitigation - SEPA	\$ (191,916)	\$ (129,116)	\$ (401,760)	\$ (552,924)	138%
Investment Interest	\$ (1,485)	\$ (2,648)	\$ (2,500)	\$ (8,189)	328%
Tree Replacement Fee	\$ -	\$ -	\$ -	\$ -	0%
WSDOT Traffic Mitigation	\$ -	\$ -	\$ -	\$ -	0%
Interfund Transfer In	\$ -	\$ -	\$ -	\$ -	0%
Revenue Total	\$ 476,659	\$ 369,936	\$ 1,052,152	\$ 990,810	94%
Park Mitigation Funds Exp	\$ -	\$ -	\$ 300,000	\$ 382	0%

2016 - 2nd Quarter Financial Detail

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Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
Tree Mitigation Expenditures	\$ -	\$ -	\$ 65,000	\$ -	0%
Park - Cap Parking Lot	\$ -	\$ -	\$ -	\$ -	0%
Street Op - Planning -Design	\$ -	\$ 11,402	\$ 1,327,100	\$ 319,582	24%
Street Op- Pln&Dsg - 204-91st	\$ -	\$ -	\$ -	\$ -	0%
TIZ1 Capital Expenditures	\$ -	\$ -	\$ 154,500	\$ -	0%
Expense Total	\$ -	\$ 11,402	\$ 1,846,600	\$ 319,964	17%
Cash				\$ 5,098,451	

Real Estate Excise Tax I

REET 1-1st Quarter Percent	\$ (197,765)	\$ (286,449)	\$ (725,000)	\$ (352,974)	49%
Investment Interest	\$ (407)	\$ (713)	\$ (1,500)	\$ (1,636)	109%
Transfer In	\$ -	\$ (1,641)	\$ -	\$ -	0%
Revenue Total	\$ 198,172	\$ 288,802	\$ 726,500	\$ 354,610	49%
Transfer to Police St Debt Fnd	\$ 18,011	\$ 16,319	\$ 97,600	\$ 7,150	7%
transfer to 210 for 2008 bonds	\$ 47,700	\$ 45,178	\$ 220,623	\$ 42,921	19%
Transfer to 212 for 2010 Bonds	\$ 10,374	\$ 10,374	\$ -	\$ -	0%
800 MHZ Capital Debt Principal	\$ 14,738	\$ 15,549	\$ 16,404	\$ 16,404	100%
800 MHZ Capital Debt Interest	\$ 7,880	\$ 7,069	\$ 6,215	\$ 6,214	100%
Expense Total	\$ 98,703	\$ 94,490	\$ 340,842	\$ 72,689	21%
Cash				\$ 1,149,459	

Real Estate Excise Tax II

REET 2- 2nd Quarter Percent	\$ (197,765)	\$ (282,826)	\$ (725,000)	\$ (352,689)	49%
Investment Interest	\$ (761)	\$ (1,448)	\$ (2,000)	\$ (4,604)	230%
Revenue Total	\$ 198,526	\$ 284,274	\$ 727,000	\$ 357,293	49%
REET - O&M Overlay	\$ -	\$ -	\$ -	\$ -	0%
Capital - SWM Drainage Improve	\$ -	\$ 5,816	\$ 33,000	\$ -	0%
Capital - Trans - Land Improve	\$ -	\$ -	\$ 920,000	\$ -	0%
Transfer Out	\$ -	\$ -	\$ -	\$ -	0%
Transfer to 212 for 2010A Bond	\$ 37,082	\$ 37,082	\$ 74,164	\$ 37,082	50%
Expense Total	\$ 37,082	\$ 42,898	\$ 1,027,164	\$ 37,082	4%
Cash				\$ 2,941,364	

Sidewalk Capital Project

WA TIB - Sidewalk	\$ (204,750)	\$ -	\$ (978,826)	\$ (33,226)	3%
Investment Interest	\$ (237)	\$ (356)	\$ (500)	\$ (1,168)	234%
Interfund Transfer In	\$ -	\$ -	\$ (500,000)	\$ (500,000)	100%
Revenue Total	\$ 204,987	\$ 356	\$ 1,479,326	\$ 534,395	36%
Sidewalk Construction	\$ -	\$ 12,600	\$ 974,834	\$ 16,307	2%
Expense Total	\$ -	\$ 12,600	\$ 974,834	\$ 16,307	2%
Cash				\$ 935,523	

Sewer

Sewer Utility Agreement	\$ (45,238)	\$ (38,520)	\$ (75,000)	\$ (37,500)	50%
Investment Interest	\$ (216)	\$ (191)	\$ (350)	\$ (832)	238%
Lease LT - WWTP Property	\$ -	\$ -	\$ -	\$ -	0%
Sewer District reimbursement	\$ (1,205,213)	\$ (1,197,256)	\$ (1,315,876)	\$ (1,189,237)	90%
Revenue Total	\$ 1,250,667	\$ 1,235,967	\$ 1,391,226	\$ 1,227,570	88%
SE-Salaries	\$ 36,875	\$ 22,257	\$ 57,566	\$ 23,288	40%
SE-Benefits	\$ 6,428	\$ 4,139	\$ 10,156	\$ 4,099	40%
SE-Social Security	\$ 2,808	\$ 1,655	\$ 5,078	\$ 1,678	33%
SE-Retirement	\$ 3,395	\$ 2,033	\$ 4,672	\$ 2,451	52%
SE-Workmans Comp	\$ 257	\$ 189	\$ 406	\$ 215	53%

2016 - 2nd Quarter Financial Detail

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Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
SE-Operating Cost	\$ -	\$ -	\$ -	\$ -	0%
SE-Professional Service	\$ -	\$ -	\$ -	\$ -	0%
SE-Travel & Meetings	\$ -	\$ 61	\$ 200	\$ -	0%
SE-Storm Drainage	\$ 4,665	\$ 4,886	\$ 10,178	\$ 4,886	48%
PWTF 2002 - Principal	\$ -	\$ 85,691	\$ 85,692	\$ 85,691	100%
PWTF 2005 - Principal	\$ -	\$ 52,632	\$ 52,632	\$ 52,632	100%
PWTF 2006 - Principal	\$ -	\$ 409,539	\$ 409,540	\$ 409,539	100%
PWTF 2008 - Principal	\$ -	\$ 553,180	\$ 553,180	\$ 553,180	100%
PWTF 2002 - Interest	\$ -	\$ 3,428	\$ 3,000	\$ 2,999	100%
PWTF 2005 - Interest	\$ -	\$ 11,579	\$ 10,527	\$ 10,526	100%
PWTF 2006 - Interest	\$ -	\$ 24,572	\$ 22,525	\$ 22,525	100%
PWTF 2008 - Interest	\$ -	\$ 38,723	\$ 35,957	\$ 35,957	100%
SE-Trnf 2008 Debt Serv OM	\$ 19,574	\$ 17,912	\$ 132,645	\$ 16,188	12%
SE-Tranf PWTF 205	\$ 89,547	\$ -	\$ -	\$ -	0%
SE-Transfer PWTF fund 207	\$ 436,160	\$ -	\$ -	\$ -	0%
SE-Transfer PWTF fund 208	\$ 65,263	\$ -	\$ -	\$ -	0%
SE-Transfer PWTF fund 209	\$ 594,668	\$ -	\$ -	\$ -	0%
SE-Contribution to ES	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ 1,259,639	\$ 1,232,476	\$ 1,393,954	\$ 1,225,854	88%
Cash				\$ 276,536	

Storm & Surface Water

WA DOE - M-TAC G0800610	\$ -	\$ -	\$ -	\$ -	0%
WA DOE - Capacity G1100060	\$ -	\$ -	\$ -	\$ -	0%
WA DOE - LID - G1100280	\$ -	\$ (46,526)	\$ -	\$ -	0%
WA DOE - Milfoil G1200110	\$ -	\$ -	\$ -	\$ -	0%
WA DOE - Milfoil G1300127	\$ (24,356)	\$ (17,644)	\$ -	\$ -	0%
WA DOE - Capacity G1400295	\$ -	\$ (16,181)	\$ (25,000)	\$ -	0%
WA DOE Capacity G160393-4	\$ -	\$ -	\$ -	\$ -	0%
Storm Drainage Charges	\$ (741,810)	\$ (738,199)	\$ (1,471,196)	\$ (756,802)	51%
SnoCo Aerator Contrib	\$ -	\$ (230)	\$ (200)	\$ -	0%
SnoCo Weed Abate Contrib.	\$ -	\$ (10,220)	\$ (15,000)	\$ -	0%
Remediation - Clean Up	\$ -	\$ -	\$ -	\$ -	0%
Investment Interest	\$ (588)	\$ (1,029)	\$ (1,500)	\$ (2,822)	188%
Revenue Total	\$ 766,753	\$ 830,030	\$ 1,512,896	\$ 759,624	50%
SW-Safety Program	\$ 970	\$ 1,005	\$ 2,150	\$ 762	35%
SW-Salaries	\$ 229,826	\$ 256,416	\$ 573,015	\$ 289,904	51%
SW-Overtime	\$ 488	\$ 394	\$ 1,300	\$ 643	49%
SW-Benefits	\$ 63,153	\$ 65,313	\$ 150,449	\$ 65,982	44%
SW-Social Security	\$ 17,578	\$ 16,899	\$ 48,067	\$ 18,004	37%
SW-Retirement	\$ 21,477	\$ 20,518	\$ 51,879	\$ 25,024	48%
SW-Medical Insurance	\$ -	\$ -	\$ -	\$ -	0%
SW-Workmans Compensation	\$ 4,286	\$ 3,820	\$ 9,000	\$ 4,960	55%
SW Clothing-Boot Allowance	\$ -	\$ 3,208	\$ 4,500	\$ 3,700	82%
SW-Clothing	\$ 28	\$ 1,512	\$ 1,800	\$ 1,952	108%
SW-Office Supplies	\$ 146	\$ 274	\$ 2,000	\$ 204	10%
SW-Operating Costs	\$ 11,116	\$ 8,624	\$ 32,200	\$ 20,205	63%
SW-Fuel	\$ 2,694	\$ 3,193	\$ 15,000	\$ 3,166	21%
SW-Small Tools	\$ 55	\$ -	\$ -	\$ -	0%
SW-Professional Services	\$ 6,086	\$ 6,227	\$ 12,500	\$ 1,825	15%
SW-Milfoil Treatment	\$ -	\$ -	\$ 45,200	\$ -	0%
SW-Street Cleaning	\$ 2,710	\$ 3,482	\$ 20,000	\$ 4,171	21%
SW-Software Maint & Support	\$ -	\$ 326	\$ 3,575	\$ 2,886	81%
SW-Advertising	\$ 49	\$ 432	\$ 750	\$ 126	17%

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Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
SW-Prof Srv Legal	\$ -	\$ -	\$ -	\$ -	0%
SW-Communications	\$ 1,530	\$ 1,669	\$ 4,000	\$ 1,451	36%
SW-Travel & Meetings	\$ -	\$ -	\$ 300	\$ -	0%
SW-Excise Taxes	\$ 11,032	\$ 1,329	\$ 25,000	\$ 11,352	45%
SW-Equipment Rental	\$ 38	\$ 39	\$ 2,500	\$ 40	2%
SW-Rentals-Leases	\$ -	\$ -	\$ -	\$ 128	0%
SW-Insurance	\$ 79,037	\$ 58,160	\$ 7,682	\$ 8,009	104%
SW-Utilities	\$ 967	\$ 1,179	\$ 2,400	\$ 1,153	48%
SW-Drainage	\$ 1,228	\$ 1,254	\$ 2,455	\$ 1,254	51%
SW-Repairs & Maintenance	\$ 12,817	\$ 9,924	\$ 50,000	\$ 12,765	26%
SW-Miscellaneous	\$ 92	\$ 102	\$ 300	\$ 105	35%
SW-Staff Development	\$ -	\$ 88	\$ 700	\$ 200	29%
SW-Billing Fees	\$ -	\$ -	\$ 34,000	\$ 30,028	88%
SW-DOE Annual Permit	\$ 7,626	\$ 26,134	\$ 36,000	\$ 35,279	98%
SW-Water/Soil-Contract R&M Op	\$ 95,680	\$ 95,514	\$ 105,400	\$ -	0%
SW-Aerator Monitori	\$ 4,919	\$ 7,757	\$ 20,000	\$ 6,606	33%
SW-Aerator Utilities	\$ 1,078	\$ -	\$ -	\$ -	0%
DOE G1100280 LID Grant Sal	\$ 254	\$ -	\$ -	\$ -	0%
DOE - G1100280 LID Exp	\$ 22,605	\$ -	\$ -	\$ -	0%
DOE FY14 Milfoil Grant	\$ -	\$ -	\$ -	\$ -	0%
DOE G1400295 - Capacity Exp	\$ 605	\$ 23,123	\$ 25,000	\$ -	0%
DOE EG160393-4 Capacity	\$ -	\$ -	\$ -	\$ 6,059	0%
SW-Parkway Crossing Det Pond	\$ -	\$ -	\$ 10,700	\$ -	0%
SW-Storm Drainage - Cap Proj	\$ -	\$ -	\$ 48,000	\$ 44,572	93%
SW-Lundeen Creek Restor	\$ -	\$ -	\$ -	\$ -	0%
SW-Contribution Cap Equip Fund	\$ 6,000	\$ 18,115	\$ 146,865	\$ 67,500	46%
SW-Contr Computer Equip	\$ 2,830	\$ 29,250	\$ 15,000	\$ 7,500	50%
SW-Contrib To Unemployment	\$ 1,157	\$ -	\$ -	\$ -	0%
SW-Transfer to Aerator Equip	\$ 7,144	\$ 8,930	\$ 8,930	\$ 8,930	100%
Expense Total	\$ 617,299	\$ 674,209	\$ 1,518,617	\$ 686,444	45%
Cash				\$ 1,869,770	

Capital Equip - Computer

Information Srv - Shared Exp	\$ -	\$ (2,101)	\$ (2,217)	\$ -	0%
Investment Interest	\$ (30)	\$ (94)	\$ (100)	\$ (436)	436%
Sale of Scrap & Junk Property	\$ -	\$ (68)	\$ -	\$ -	0%
Contributed Capital-Computer	\$ (40,000)	\$ (135,000)	\$ (150,000)	\$ (75,000)	50%
Revenue Total	\$ 40,030	\$ 137,263	\$ 152,317	\$ 75,436	50%
Purchase Computer Equipment	\$ 4,552	\$ 14,473	\$ 32,815	\$ 10,966	33%
License Renewal - Annual Maint	\$ 54,936	\$ 9,524	\$ 67,750	\$ 49,071	72%
Capital - Purch Computer Equip	\$ 8,266	\$ 52,576	\$ 161,000	\$ 1,932	1%
Expense Total	\$ 67,754	\$ 76,573	\$ 261,565	\$ 61,968	24%
Cash				\$ 248,428	

Capital Equip - Police

Investment Interest	\$ (107)	\$ (201)	\$ (200)	\$ (455)	227%
Sale of Capital Assets	\$ -	\$ (2,414)	\$ -	\$ (3,584)	0%
Insurance Recoveries - Capital	\$ (3,204)	\$ -	\$ -	\$ -	0%
Equipment - Police - Contribut	\$ (80,000)	\$ (80,000)	\$ (188,000)	\$ (94,000)	50%
Equip - Police Boat - Contr	\$ (4,000)	\$ (4,000)	\$ (8,000)	\$ (4,000)	50%
Revenue Total	\$ 87,310	\$ 86,615	\$ 196,200	\$ 102,038	52%
Capital Equipment	\$ 36,322	\$ 57,076	\$ 188,000	\$ 150,410	80%
Expense Total	\$ 36,322	\$ 57,076	\$ 188,000	\$ 150,410	80%

2016 - 2nd Quarter Financial Detail

Printed: 7/7/2016 11:40:16 AM
Period 01 - 06

Description	2014 - 2nd Quarter	2015 - 2nd Quarter	2016 Current Budget	Current Actuals - 2nd Quarter	% of Budget
Cash				\$ 275,777	
Capital Equip - PW					
Investment Interest	\$ (127)	\$ (186)	\$ (225)	\$ (478)	213%
Sale of Scrap & Junk Property	\$ -	\$ (5,823)	\$ -	\$ (3,770)	0%
Sale of Capital Equipment	\$ -	\$ (18,500)	\$ -	\$ -	0%
Interfund Transfer In	\$ (25,950)	\$ (70,045)	\$ (335,955)	\$ (150,000)	45%
Revenue Total	\$ 26,077	\$ 94,553	\$ 336,180	\$ 154,249	46%
Purchase Of Capital Equipment	\$ 24,133	\$ 159,355	\$ 299,392	\$ 37,396	12%
Expense Total	\$ 24,133	\$ 159,355	\$ 299,392	\$ 37,396	12%
Cash		\$ 211,552	\$ -	\$ 339,197	
Aerator Equip Replacment					
SnoCo Aerator Contrib	\$ (856)	\$ (1,070)	\$ (1,070)	\$ (1,070)	100%
Investment Interest	\$ (50)	\$ (81)	\$ (175)	\$ (216)	123%
Interfund Transfer In	\$ (7,144)	\$ (8,930)	\$ (8,930)	\$ (8,930)	100%
Transfer Out	\$ -	\$ -	\$ -	\$ -	0%
Revenue Total	\$ 8,050	\$ 10,081	\$ 10,175	\$ 10,216	100%
Aerator Equip Replacement	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ -	\$ -	\$ -	\$ -	0%
Cash				\$ 129,548	



CITY DEPARTMENT REPORT
JULY 12, 2016 CITY COUNCIL MEETING

Police Department

- In addition to staffing updates provided by Human Resources, below, Katherine Starkenburg will start July 25th as a Records Specialist
- Community Meeting Opioid Forum July 21st at 6:30 PM At Lake Stevens School District Administration Building

Public Works Department

- Grade Road Embankment – the State Hydraulic Project Approval permit (HPA) has been issued. The US Corps of Engineers is still under review of this site. Their focus is wetlands and it is hopeful that the City will be able to perform the work in phases that will include the embankment and stream work this year and the wetland mitigation the following year. At this time, staff is planning to move forward with getting the embankment work started this summer.
- 36th Street NE Bridge – the permit package has been submitted to the State and is currently under an emergency review. It is expected that only the HPA will be necessary to perform the repairs. As this is an emergency, it is hoped that a HPA permit will be issued this month.
- Lundeen Pedestrian Lights – these have been observed and seem to be working effectively. Monitoring will be performed to check on its effectiveness.
- Milfoil Investigation – the initial survey was performed the first week of July. Milfoil blooms were found in some isolated areas with the highest concentrations along the southern east shore areas. Treatment is expected to occur in August this year.
- City Hall landscaping – landscaping work is expected to be performed prior to Aquafest. This will include filling the cleared areas adjacent to Main Street and Northshore Drive rock, similar to the Lundeen Roundabout approaches.

Human Resources Department

- Receptionist/Cashier Candidate Kira Hiester started on 7/5/2016.
- Police Records Clerk Candidate Megan LeBlanc started on 7/5/2016.
- Lateral Police Officer Candidate Michael Alexander started on 7/6/2016.
- HR has one candidate going through the background check process for the new Building/Code Compliance Inspector position.
- Police Chief Candidate John Dyer is going through the background check process.
- HR Director Edin will be attending the AWC Employee Benefit Advisory Committee (EBAC) retreat in Cle Elum on July 28th and 29th.
- HR received over 12 applicants for the open Equipment Mechanic position.
- HR received over 30 applicants for the open Associate Planner position.
- The Wellness Committee will holding its 4th Annual Progressive Walk on July 13th beginning at noon. Council members are welcome to attend.
- The Wellness Committee is encouraging employees to complete the annual Wellness HQ Questionnaire sponsored by AWC Health Central. 50% participation is required as a WellCity. Achieving a WellCity designation lowers the medical insurance premiums.



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BLANKET VOUCHER APPROVAL
2016

Payroll Direct Deposits	7/1/2016	\$153,476.76
Payroll Checks	40688-40690	\$3,769.51
Tax Deposit(s)	7/1/2016	\$62,229.97
Electronic Funds Transfers	ACH	\$172,182.74
Claims	40691-40767	\$234,332.48
Void Checks		
Total Vouchers Approved:		\$625,991.46

This 12th day of July 2016:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

Finance Director/Auditing Officer

Mayor

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby approve for payment of the above mentioned claims:

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember



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Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Ace Hardware	40697						Check Total
							\$725.48
		7/7/2016	50955	001-013-518-20-31-00	GG-Operating	Dead bolts/keyed door knobs-Family Center	\$87.08
			51013	001-012-572-20-31-00	CS-Library-Office & Operating	9v batteries for Library door transmitter	\$16.32
			51027	001-010-576-80-31-00	PK-Operating Costs	Shackles for buoys	\$55.95
			51085	001-010-576-80-31-04	PK-North Cove Park Ops	Peat Moss	\$58.77
			51094	001-010-576-80-45-00	PK-Equipment Rental	Rental deposit Peat Moss spreader	\$25.00
			51096	001-010-576-80-45-00	PK-Equipment Rental	Rental deposit Peat Moss spreader	(\$11.93)
			51101	001-008-521-21-31-00	LE-Boating Operating	Cable Tie/Wire rope for Buoys	\$19.67
			51114	001-010-576-80-31-04	PK-North Cove Park Ops	Peat Moss	\$78.15
				001-010-576-80-45-00	PK-Equipment Rental	Rental Peat Moss spreader	\$25.21
			51117	001-010-576-80-45-00	PK-Equipment Rental	Rental deposit Peat Moss spreader	(\$11.93)
			51126	410-016-531-10-31-02	SW-Operating Costs	Padlocks for Drainage Pond Gates	\$248.16
			51132	101-016-544-90-31-01	ST-Office Supplies	Pens	\$1.90
				410-016-531-10-31-01	SW-Office Supplies	Pens	\$1.90
			51144	001-008-521-20-31-01	LE-Operating Costs	Black vinyl numbers/letters	\$4.33
			51160	001-008-521-20-31-01	LE-Operating Costs	Velcro ties & Cable Ties	\$70.75
			51189	001-008-521-21-31-00	LE-Boating Operating	Cables/fasteners for buoys	\$35.49
			851851	001-008-521-21-31-00	LE-Boating Operating	Boating supplies	\$20.66
AFLAC	0						Check Total
							\$1,307.80
		6/30/2016	07/01/16	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem	\$1,307.80
Alexander Printing	40698						Check Total
							\$27.30
		7/7/2016	47208	001-007-558-50-31-01	PL-Operating Costs	Business cards - Wright	\$27.30
Steven M Apodaca	40699						Check Total
							\$121.93
		7/7/2016	7/5/16 req	001-012-573-20-31-00	CS-Arts Commission	Power cords for Music on the Lake	\$121.93
Assoc of Washington Cities EFT	0						Check Total
							\$93,624.96
		7/7/2016	07/01/2016	001-000-283-00-00-00	Payroll Liability Medical	Medical Insurance Premium	\$93,624.83
				001-013-518-30-20-00	GG-Benefits	Medical Insurance Premium	\$0.13
Big O Tires	40700						Check Total
							\$236.29
		7/7/2016	1-48290	001-007-559-30-48-00	PB-Repair & Maintenance	Battery for PW22	\$121.96
			1-48388	001-008-521-20-31-01	LE-Operating Costs	Battery for PT28	\$114.33



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Blumenthal Uniforms	40701						\$396.19	
		7/7/2016	005537209	001-008-521-20-26-00	LE-Clothing	Stinger DS LED Head Lamp - Bassett	\$175.79	
			005559352	001-008-521-20-26-00	LE-Clothing	Duty Boots - Schedler	\$220.40	
CDW Government Inc	40702						\$3,708.64	
		7/7/2016	DKS9854	510-006-518-80-31-00	Purchase Computer Equipment	LG 8X USB External DVD Drive	\$26.27	
			DLF9760	001-006-518-80-31-00	IT-Office Supplies	Black Box 7 ft CAT6	\$61.86	
			DLL2224	001-013-594-18-60-01	GG - Lundeen House Capital	Infocus JTouch 65	\$2,806.05	
			DMB1931	001-013-594-18-60-01	GG - Lundeen House Capital	Infocus Display Mount Wall Vertical	\$814.46	
City of Everett	40703						\$1,110.00	
		7/7/2016	I16001364	001-008-554-30-51-00	LE-Environmental-Animal Contro	Animal Shelter services May 2016	\$1,110.00	
City of Marysville	40704						\$11,779.58	
		7/7/2016	POLIN11-0658	001-008-523-60-51-00	LE-Jail	Prisoner Housing SCORE May 2016	\$1,575.00	
			POLIN11-0659	001-008-523-60-51-00	LE-Jail	Prisoner Housing May 2016	\$9,630.83	
			POLIN11-0666	001-008-523-60-51-00	LE-Jail	Prisoner Yakima Housing May 2016	\$273.75	
			POLIN11-0669	001-008-523-60-51-00	LE-Jail	Prisoner Medical March 2016	\$300.00	
Comcast	40705						\$227.16	
		7/7/2016	0144568 6/16	001-008-521-20-42-00	LE-Communication	Internet services - Grade Rd	(\$0.34)	
			0808840 6/16	001-010-576-80-31-00	PK-Operating Costs	Internet services - City Shop	\$25.39	
				101-016-544-90-31-02	ST-Operating Cost	Internet services - City Shop	\$25.39	
				410-016-531-10-31-02	SW-Operating Costs	Internet services - City Shop	\$25.40	
			0827887 6/16	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control	\$151.32	
	40706						\$192.36	
		7/7/2016	0692756 6/16	001-008-521-20-42-00	LE-Communication	Internet services - Market Pl	\$106.18	
			0810218 6/16	001-008-521-20-42-00	LE-Communication	Internet services - N Lakeshore Dr	\$86.18	
Concrete Norwest	40707						\$1,113.16	
		7/7/2016	1478253	101-016-544-90-31-02	ST-Operating Cost	Building sand	\$52.86	
				410-016-531-10-31-02	SW-Operating Costs	Building sand	\$52.86	
			1478562	101-016-544-90-31-02	ST-Operating Cost	Building sand	\$121.40	
				410-016-531-10-31-02	SW-Operating Costs	Building sand	\$121.40	
			1479675	101-016-544-90-31-02	ST-Operating Cost	Building sand	\$111.41	
				410-016-531-10-31-02	SW-Operating Costs	Building sand	\$111.40	



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Concrete Norwest	40707	7/7/2016	1479964	101-016-544-90-31-02	ST-Operating Cost	Building sand	\$35.53
				410-016-531-10-31-02	SW-Operating Costs	Building sand	\$35.53
			1481285	101-016-544-90-31-02	ST-Operating Cost	Building sand	\$235.39
				410-016-531-10-31-02	SW-Operating Costs	Building sand	\$235.38
DAH Corporation	40708	Check Total					\$4,179.75
		7/7/2016	CW192058	001-006-518-80-41-00	IT-Professional Services	IT consulting services	\$1,028.50
			CW192059	001-006-518-80-41-00	IT-Professional Services	IT consulting services	\$3,151.25
Dataquest LLC	40709	Check Total					\$67.50
		7/7/2016	STEVENS20160630	001-005-518-10-41-00	HR-Professional Services	Background check - new employee	\$67.50
Dell Marketing LP	40710	Check Total					\$2,272.13
		7/7/2016	XJXN1MN83	510-006-518-80-31-00	Purchase Computer Equipment	Dell Adapter - DisplayPort to HDMI	\$21.66
			XJXT511N4	001-007-558-50-31-01	PL-Operating Costs	Dell Adapter - DisplayPort to DVI-New Employee	\$70.63
			XJXTMJW23	510-006-518-80-31-00	Purchase Computer Equipment	Dell Adapter - DisplayPort to HDMI	(\$21.66)
			XJXTRR765	001-007-558-50-31-01	PL-Operating Costs	OptiPlex 7440 for new employee	\$2,201.50
Dept of Retirement (Deferred Comp)	0	Check Total					\$2,425.00
		6/30/2016	07/01/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,425.00
Dept of Retirement PERS LEOFF	0	Check Total					\$66,294.79
		6/30/2016	07/01/16	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions	\$66,294.79
Dept of Revenue	40711	Check Total					\$59.00
		7/7/2016	FEIN 45-2629751	001-000-321-60-00-00	Bus. Lic - Prof & Occupations	Business License application forwarded	\$59.00
Dicks Towing	40712	Check Total					\$376.74
		7/7/2016	157755	001-008-521-80-40-01	LE - Evidence Impound	Evidence Towing	\$125.58
			158823	001-008-521-80-40-01	LE - Evidence Impound	Evidence Towing	\$125.58
			158825	001-008-521-80-40-01	LE - Evidence Impound	Evidence Towing	\$125.58
Steven Edin	40713	Check Total					\$273.37
		7/7/2016	6/23/16 req	001-001-513-10-43-00	Executive - Travel & Mtgs	Supplies for Collabrative Bargaining Training	\$13.55
				001-002-513-11-43-00	AD-Travel & Meetings	Supplies for Collabrative Bargaining Training	\$13.55
				001-005-518-10-43-00	HR-Travel & Meetings	Supplies for Collabrative Bargaining Training	\$13.55
				001-008-521-20-43-00	LE-Travel & Meetings	Supplies for Collabrative Bargaining Training	\$13.55
				001-010-576-80-43-00	PK-Travel & Meetings	Supplies for Collabrative Bargaining Training	\$13.55
				101-016-543-30-43-00	ST-Travel & Meetings	Supplies for Collabrative Bargaining Training	\$88.12



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Steven Edin	40713	7/7/2016	6/23/16 req	410-016-531-10-43-00	SW-Travel & Meetings	Supplies for Collabrative Bargaining Training	\$88.12
			6/28/16 req	001-008-521-20-43-00	LE-Travel & Meetings	Refreshments for Police Chief Candidate Reception	\$29.38
Electronic Federal Tax Pmt System EFTPS	0	Check Total					\$62,229.97
		6/30/2016	07/01/16	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$62,229.97
Electronic Business Machines	40714	Check Total					\$477.13
		7/7/2016	AR42750	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & Maint	\$58.69
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & Maint	\$58.69
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier repair & Maint	\$58.69
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier repair & Maint	\$58.67
			AR43332	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Copier maintenance & repair	\$242.39
Everett Safe and Lock	40715	Check Total					\$14.74
		7/7/2016	98598	001-010-576-80-31-00	PK-Operating Costs	Interchangable core Key	\$14.74
Feldman and Lee	40716	Check Total					\$9,000.00
		7/7/2016	June 2016	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender Services June 2016	\$9,000.00
Glens Rental Sales and Service	40717	Check Total					\$224.88
		7/7/2016	S8846	001-010-576-80-48-00	PK-Repair & Maintenance	Weedeater repair	\$60.07
				101-016-542-30-48-00	ST-Repair & Maintenance	Weedeater repair	\$60.08
				410-016-531-10-48-00	SW-Repairs & Maintenance	Weedeater repair	\$60.08
			S8850	101-016-544-90-31-02	ST-Operating Cost	Chainsaw chains	\$22.33
				410-016-531-10-31-02	SW-Operating Costs	Chainsaw chains	\$22.32
Bret Glidewell	40718	Check Total					\$500.00
		7/7/2016	7/28/16 concert	001-012-573-20-31-00	CS-Arts Commission	Music on the Lake 7/28/16 concert	\$500.00
Grainger	40719	Check Total					\$22.13
		7/7/2016	9131954324	101-016-544-90-31-01	ST-Office Supplies	Full Strip Stapler	\$11.07
				410-016-531-10-31-01	SW-Office Supplies	Full Strip Stapler	\$11.06
Granite Construction Supply	40720	Check Total					\$1,257.24
		7/7/2016	262_00063727	101-016-544-90-31-02	ST-Operating Cost	Sunscreen lotion & wipes	\$119.79
				410-016-531-10-31-02	SW-Operating Costs	Sunscreen lotion & wipes	\$119.79
			262_00063780	101-016-544-90-31-02	ST-Operating Cost	No Posting signs	\$211.00
				410-016-531-10-31-02	SW-Operating Costs	No Posting signs	\$210.99
			262_00063852	101-016-544-90-31-02	ST-Operating Cost	Barricade light/Batteries/Measuring wheel	\$390.37



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Granite Construction Supply	40720	7/7/2016	262_00063866	101-016-542-64-31-00	ST-Traffic Control - Supply	Traffic Signs	\$205.30
Grating Pacific LLC	40721						Check Total
		7/7/2016	0159022-IN	001-010-594-76-64-00	PK-Capital Outlay	Fibergrate Fiberglass Grating for Dock	\$72,235.72
Great Floors	40722						Check Total
		7/7/2016	Retainage	621-013-586-00-00-05	Public Bldg Maint Retain Reimb	Reimbursement of retainage Affidavit 648521	\$391.34
Greenshields Industrial Supply	40723						Check Total
		7/7/2016	36834	001-010-576-80-31-00	PK-Operating Costs	Parts for shoulder mower	\$12.75
				101-016-544-90-31-02	ST-Operating Cost	Parts for shoulder mower	\$12.74
				410-016-531-10-31-02	SW-Operating Costs	Parts for shoulder mower	\$12.74
Kristen Hunt	40691						Check Total
		6/30/2016	6/24/16 req	001-013-594-18-60-01	GG - Lundeen House Capital	Canvas Prints/Frames/Photo paper for VIC	\$406.81
J Thayer Company	40724						Check Total
		7/7/2016	1031452-0	001-007-558-50-31-00	PL-Office Supplies	Paper/stamp/post it/notepad/tape	\$39.64
				001-007-559-30-31-00	PB-Office Supplies	Paper/stamp/post it/notepad/tape	\$39.64
			1052341-0	001-007-558-50-31-00	PL-Office Supplies	Folders/laminating pouches	\$44.63
				001-007-559-30-31-00	PB-Office Supplies	Folders/laminating pouches	\$44.64
			1053090-0	001-007-558-50-31-01	PL-Operating Costs	Janitorial Supplies	\$95.72
				001-008-521-20-31-01	LE-Operating Costs	Janitorial Supplies	\$418.79
				001-010-576-80-31-00	PK-Operating Costs	Janitorial Supplies	\$215.38
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Supplies	\$131.62
				001-013-518-20-31-00	GG-Operating	Janitorial Supplies	\$119.65
				101-016-544-90-31-02	ST-Operating Cost	Janitorial Supplies	\$107.69
				410-016-531-10-31-02	SW-Operating Costs	Janitorial Supplies	\$107.69
			1055153-0	001-008-521-20-31-00	LE-Office Supplies	Folders/labels/wall display/stamp ink/note pads	\$312.51
			1056880-0	001-008-521-20-31-00	LE-Office Supplies	Paper/computer switch	\$261.20
JJ Polygraph Service LLC	40725						Check Total
		7/7/2016	1255	001-008-521-20-41-00	LE-Professional Services	Polygraph Examination-Police Officer Position	\$200.00
			1265	001-008-521-20-41-00	LE-Professional Services	Pre-Employment Polygraph - Records clerk	\$200.00
Kroesens Uniforms	40726						Check Total
		7/7/2016	31699	001-008-521-20-26-00	LE-Clothing	Uniform items - Thomas	\$867.71



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Kroesens Uniforms	40726	7/7/2016	31973-1	001-008-521-20-26-00	LE-Clothing	Uniform items - Schedler	\$573.90
			31973-2	001-008-521-20-26-00	LE-Clothing	Uniform items - Schedler	\$137.49
			33631	001-008-521-21-26-00	LE-Boating Clothing	Uniform items - Marine Unit	\$506.35
Lake Industries LLC	40727	Check Total					\$340.00
		7/7/2016	31198	101-016-544-90-31-02	ST-Operating Cost	Fill Hauled in by the Yard	\$40.00
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled in by the Yard	\$40.00
			31214	101-016-544-90-31-02	ST-Operating Cost	Fill Hauled in by the Yard	\$30.00
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled in by the Yard	\$30.00
			31226	101-016-544-90-31-02	ST-Operating Cost	Fill Hauled in by the Yard	\$20.00
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled in by the Yard	\$20.00
			31232	101-016-544-90-31-02	ST-Operating Cost	Fill Hauled in by the Yard	\$30.00
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled in by the Yard	\$30.00
			31255	101-016-544-90-31-02	ST-Operating Cost	Fill Hauled in by the Yard	\$20.00
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled in by the Yard	\$20.00
			31287	101-016-544-90-31-02	ST-Operating Cost	Fill Hauled in by the Yard	\$30.00
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled in by the Yard	\$30.00
Lake Stevens Fire	40728	Check Total					\$105.00
		7/7/2016	9421	001-012-575-50-31-00	CS-Community Center-Ops	Annual Fire inspection - Community Center	\$105.00
Lake Stevens Mini Mart	40729	Check Total					\$328.10
		7/7/2016	15	001-008-521-21-32-00	LE-Boating-Fuel	Boat Fuel	\$87.63
			3	001-008-521-21-32-00	LE-Boating-Fuel	Boat Fuel	\$75.00
			40	001-008-521-21-32-00	LE-Boating-Fuel	Boat Fuel	\$90.23
			49	001-008-521-21-32-00	LE-Boating-Fuel	Boat Fuel	\$75.24
Lake Stevens Police Guild	40692	Check Total					\$1,075.50
		6/30/2016	07/01/16	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,075.50
Darryl Lemon	40730	Check Total					\$500.00
		7/7/2016	7/21/16 concert	001-012-573-20-31-00	CS-Arts Commission	Music on the Lake - 7/21/16 concert	\$500.00
Dan Lorentzen	40731	Check Total					\$796.65
		7/7/2016	July 2016	001-008-521-20-20-00	LE-Benefits	Medical Premium - Lorentzen	\$796.65
Lowes Companies	40732	Check Total					\$2,465.68
		7/7/2016	911032	001-013-594-18-60-01	GG - Lundeen House Capital	Setup supplies for VIC	\$144.92



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Lowes Companies	40732	7/7/2016	961097	001-010-576-80-31-00	PK-Operating Costs	Cabinet for storing herbicide	\$131.05
				101-016-544-90-31-02	ST-Operating Cost	Cabinet for storing herbicide	\$131.06
				410-016-531-10-31-02	SW-Operating Costs	Cabinet for storing herbicide	\$131.06
			965954	001-013-594-18-60-01	GG - Lundeen House Capital	GFI outlets for VIC	\$28.98
			975935	001-010-576-80-31-00	PK-Operating Costs	Fence materials - Hartford	\$1,898.61
Marysville Printing	40733	Check Total					\$213.49
		7/7/2016	20004	001-008-521-20-31-00	LE-Office Supplies	Violation Notice labels	\$213.49
Monroe Correctional Complex	40734	Check Total					\$1,690.04
		7/7/2016	MCC1605.418	001-013-518-20-48-00	GG-Repair & Maintenance	Officer Overtime 5/16 DOC crew escort	\$1,690.04
Nationwide Retirement Solution	0	Check Total					\$1,325.00
		6/30/2016	07/01/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,325.00
Owen Equipment Company	40735	Check Total					\$7,528.25
		7/7/2016	00080312	101-016-544-90-31-02	ST-Operating Cost	Sonetics Wireless Headset	\$3,764.12
				410-016-531-10-31-02	SW-Operating Costs	Sonetics Wireless Headset	\$3,764.13
Pakor Inc NW8935	40736	Check Total					\$312.92
		7/7/2016	8018695	001-008-521-20-31-00	LE-Office Supplies	Passport camera paper	\$312.92
Perteet Engineering Inc	40737	Check Total					\$9,820.00
		7/7/2016	20160093.000-2	101-016-542-30-41-02	ST-Professional Service	2016 Grant Writing Assistance	\$9,820.00
Platt Electric Supply	40738	Check Total					\$901.54
		7/7/2016	I934606	101-016-544-90-31-02	ST-Operating Cost	Electrical supplies for shop	\$386.89
				410-016-531-10-31-02	SW-Operating Costs	Electrical supplies for shop	\$386.89
			J596451	001-013-594-18-60-01	GG - Lundeen House Capital	Green LED Exit lamps	\$127.76
Precision Electric Group Inc	40739	Check Total					\$1,915.56
		7/7/2016	14981	001-010-576-80-48-00	PK-Repair & Maintenance	Boat Launch Conduit & Power Repair	\$1,915.56
Prothman	40740	Check Total					\$17,524.30
		7/7/2016	2016-5474	001-002-513-11-41-00	AD-Professional Services	Municipal Consulting Services-Swenson	\$8,612.74
			2016-5479	001-008-521-20-41-00	LE-Professional Services	Police Chief Consulting Services-Krusey	\$8,911.56
Kathleen Pugh	40693	Check Total					\$72.97
		6/30/2016	6/29/16 req	001-008-521-20-43-00	LE-Travel & Meetings	Refreshments for Police Chief Interviews	\$72.97
Republic Services 197	40741	Check Total					\$1,770.18
		7/7/2016	0197-001969831	001-010-576-80-31-00	PK-Operating Costs	Dumpster svcs - Lundeen Park	\$305.27



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Republic Services 197	40741	7/7/2016	0197-001969831	001-010-576-80-45-00	PK-Equipment Rental	Dumpster rental - Lundeen Park	\$13.64
			0197-001970005	001-010-576-80-31-00	PK-Operating Costs	Dumpster services - City Shop	\$325.66
				101-016-542-30-45-00	ST-Rentals-Leases	Dumpster Rental - City Shop	\$172.91
				101-016-544-90-31-02	ST-Operating Cost	Dumpster services - City Shop	\$325.66
				410-016-531-10-31-02	SW-Operating Costs	Dumpster services - City Shop	\$325.66
				410-016-531-10-45-00	SW-Equipment Rental	Dumpster Rental - City Shop	\$172.90
			0197-001970625	001-013-518-20-31-00	GG-Operating	Dumpster services - City Hall	\$112.28
				001-013-518-20-45-00	GG-Equipment Rental	Dumpster rental - City Hall	\$16.20
Right On Heating & Sheet Metal Inc	40742	Check Total					\$65.00
		7/7/2016	BLD2016-0496	001-000-322-10-00-00	Building Permits	Refund of Building Permit BLD2016-0496	\$65.00
Rolyan Buoys	40743	Check Total					\$1,573.61
		7/7/2016	3645714	001-010-594-76-64-00	PK-Capital Outlay	Rope for Buoys	\$1,573.61
Matthew Sciacca	40744	Check Total					\$500.00
		7/7/2016	7/14/16 concert	001-012-573-20-31-00	CS-Arts Commission	Music on the Lake 7/14/16 concert	\$500.00
Snohomish County Conservation Dist	40745	Check Total					\$633.28
		7/7/2016	781	410-016-531-50-31-15	DOE EG160393-4 Capacity	Q1 2016 Salaries & Benefits	\$633.28
Snohomish County PUD	40746	Check Total					\$3,202.42
		7/7/2016	104486736	101-016-542-63-47-00	ST-Lighting - Utilities	202013249 Traffic Signal	\$77.83
			104490642	001-008-521-50-47-00	LE-Utilities	200558690 Police N Lakeshore Drive	\$60.82
			107830283	101-016-542-63-47-00	ST-Lighting - Utilities	201973682 Street Lights	\$44.73
			121086798	001-010-576-80-47-00	PK-Utilities	202340527 Yard	\$8.76
				101-016-542-63-47-00	ST-Lighting - Utilities	202340527 Yard	\$8.76
				410-016-531-10-47-00	SW-Utilities	202340527 Yard	\$8.77
			124405640	101-016-542-63-47-00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights	\$21.42
			127710749	101-016-542-63-47-00	ST-Lighting - Utilities	201595113 Street Lights	\$261.74
			131017813	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	\$99.09
			137522211	101-016-542-63-47-00	ST-Lighting - Utilities	203730189 Traffic Signal	\$64.18
			137522215	101-016-542-63-47-00	ST-Lighting - Utilities	203731153 Traffic Signal	\$72.92
			144157441	101-016-542-63-47-00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation	\$1,066.97
			147448423	001-010-576-80-47-00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$40.24
			160382095	101-016-542-63-47-00	ST-Lighting - Utilities	202988481 Street Lights	\$185.07
			160383607	101-016-542-63-47-00	ST-Lighting - Utilities	202670725 Street Lights	\$1,181.12



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Snohomish County PW V	40747						Check Total	\$24,970.46
		7/7/2016	I000409660	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair & Maintenance	\$15,244.99	
				001-008-521-21-48-00	LE-Boating Repair & Maint	Boat repair - PT01	\$809.77	
				101-016-542-30-48-00	ST-Repair & Maintenance	Vehicle repair & Maintenance	\$106.47	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Vehicle repair & Maintenance	\$106.47	
				520-008-594-21-63-00	Capital Equipment	New vehicle setup - PT62/PT63	\$8,702.76	
SoftwareONE Inc	40748						Check Total	\$1,549.10
		7/7/2016	US-PSI-497178	001-008-521-20-31-01	LE-Operating Costs	Acrobat Professional licenses for records clerks	\$1,549.10	
Sonsray Machinery LLC	40749						Check Total	\$2,315.38
		7/7/2016	W00578-09	101-016-542-30-48-00	ST-Repair & Maintenance	Repairs on PW45	\$1,157.69	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Repairs on PW45	\$1,157.69	
Sound Publishing Inc	40750						Check Total	\$815.00
		7/7/2016	EDH703315	001-007-558-50-41-03	PL-Advertising	LUA2016-0022 Barker Dock Rebuild	\$94.72	
			EDH703467	001-007-558-50-41-03	PL-Advertising	LUA2016-0081 Hartford Trail ROW	\$84.40	
			EDH703476	001-007-558-50-41-03	PL-Advertising	LUA2016-0026 Administrative Authority	\$84.40	
			EDH704104	001-007-558-50-41-03	PL-Advertising	Impact Fee Deferral SEPA DNS	\$84.40	
			EDH704178	001-007-558-50-41-03	PL-Advertising	LUA2016-0073 Snohomish Valley Roofing	\$80.96	
			EDH704220	001-007-558-50-41-03	PL-Advertising	LUA2016-0071 McKay Subdivision	\$84.40	
			EDH704622	001-007-558-50-41-03	PL-Advertising	LUA2016-0084 City of LS Floodplain Regulations	\$94.72	
			EDH704949	001-013-518-30-41-01	GG-Advertising	Contracted City Attorney Services RFQ/Proposals	\$34.52	
			EDH704953	001-013-518-30-41-01	GG-Advertising	Council Workshop	\$32.80	
			EDH705201	001-007-558-50-41-03	PL-Advertising	LUA2016-0080 Daniel Stetner Final Short Plat	\$68.92	
			EDH705628	101-016-542-30-41-01	ST-Advertising	S Lake Stevens Shoulder Widening	\$29.36	
			EDH708019	001-013-518-30-41-01	GG-Advertising	Special Meeting July 6 2016	\$41.40	
Springbrook Nursery	40751						Check Total	\$30.00
		7/7/2016	243628	001-010-576-80-31-03	PK-Lundeen-Op Costs	Dump fee for brush removed from Lundeen Park	\$30.00	
Standard Insurance Company	0						Check Total	\$5,057.93
		6/30/2016	07/01/16	001-000-284-00-00-00	Payroll Liability Other	Life/Disability Ins Premiums	\$148.00	
				001-002-513-11-20-00	AD-Benefits	Life/Disability Ins Premiums	\$0.00	
				001-003-514-20-20-00	CC-Benefits	Life/Disability Ins Premiums	\$102.37	
				001-004-514-23-20-00	FI-Benefits	Life/Disability Ins Premiums	\$103.45	
				001-005-518-10-20-00	HR-Benefits	Life/Disability Ins Premiums	\$70.67	



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Standard Insurance Company	0	6/30/2016	07/01/16	001-006-518-80-20-00	IT-Benefits	Life/Disability Ins Premiums	\$139.15
				001-007-558-50-20-00	PL-Benefits	Life/Disability Ins Premiums	\$385.97
				001-007-559-30-20-00	PB-Benefits	Life/Disability Ins Premiums	\$237.49
				001-008-521-20-20-00	LE-Benefits	Life/Disability Ins Premiums	\$2,436.86
				001-010-576-80-20-00	PK-Benefits	Life/Disability Ins Premiums	\$99.70
				001-013-518-30-20-00	GG-Benefits	Life/Disability Ins Premiums	\$28.30
				101-016-542-30-20-00	ST-Benefits	Life/Disability Ins Premiums	\$657.60
				401-070-535-10-20-00	SE-Benefits	Life/Disability Ins Premiums	\$39.07
				410-016-531-10-20-00	SW-Benefits	Life/Disability Ins Premiums	\$609.30
Staples	40752	Check Total					\$184.83
		7/7/2016	3304908974	001-008-521-20-31-01	LE-Operating Costs	Netgear Prosafe 5 port switch	\$54.44
			3304973428	001-008-521-20-31-01	LE-Operating Costs	Netgear Prosafe 5 port switch	\$54.54
			3305640052	001-008-521-20-31-00	LE-Office Supplies	Desk supplies for new detective	\$75.85
Robert Stowe	40753	Check Total					\$2,028.00
		7/7/2016	RFP Selection	001-007-558-50-41-00	PL-Professional Servic	RFP Selection for downtown Subarea Plans	\$2,028.00
Tacoma Screw Products Inc	40754	Check Total					\$96.70
		7/7/2016	18119804	001-010-576-80-31-00	PK-Operating Costs	Drilled Hex Driver Bits/Starter Cable	\$32.24
				101-016-544-90-31-02	ST-Operating Cost	Drilled Hex Driver Bits/Starter Cable	\$32.23
				410-016-531-10-31-02	SW-Operating Costs	Drilled Hex Driver Bits/Starter Cable	\$32.23
Taser International	40755	Check Total					\$446.49
		7/7/2016	SI1443221	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Taser maintenance plan	\$446.49
Teamsters Local No 763	40694	Check Total					\$1,036.00
		6/30/2016	07/01/16	001-000-284-00-00-00	Payroll Liability Other	Union Dues	\$1,036.00
Tetra Tech Inc	40756	Check Total					\$8,026.88
		7/7/2016	51062333	410-016-531-10-41-01	SW-Professional Services	SW Quadrant Regional Stormwater pond Analysis	\$6,990.57
			51062352	101-016-542-30-41-02	ST-Professional Service	36th St NE Bridge inspection	\$1,036.31
United Way of Snohomish Co	40695	Check Total					\$61.68
		6/30/2016	07/01/16	001-000-284-00-00-00	Payroll Liability Other	Employee Contributions	\$61.68
Universal Field Services Inc	40757	Check Total					\$112.91
		7/7/2016	47699	001-013-518-20-41-00	GG-Professional Service	Ridgeline & Grade Properties Land Exchange	\$112.91



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
UPS	40758						\$7.86
		7/7/2016	74Y42256	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$7.86
Verizon Northwest	40759						\$2,735.43
		7/7/2016	9767577548	001-001-513-10-42-00	Executive - Communication	Wireless phone services	\$70.44
				001-002-513-11-42-00	AD-Communications	Wireless phone services	\$101.23
				001-003-514-20-42-00	CC-Communications	Wireless phone services	\$55.41
				001-005-518-10-42-00	HR-Communications	Wireless phone services	\$52.58
				001-006-518-80-42-00	IT-Communications	Wireless phone services	\$228.56
				001-007-558-50-42-00	PL-Communication	Wireless phone services	\$140.92
				001-007-559-30-42-00	PB-Communication	Wireless phone services	\$114.04
				001-008-521-20-42-00	LE-Communication	Wireless phone services	\$1,486.18
				001-010-576-80-42-00	PK-Communication	Wireless phone services	\$162.02
				101-016-543-30-42-00	ST-Communications	Wireless phone services	\$162.03
				410-016-531-10-42-00	SW-Communications	Wireless phone services	\$162.02
Volcanic Manufacturing LLC	40760						\$5,703.31
		7/7/2016	2187	001-008-521-20-31-01	LE-Operating Costs	Bicycles for Bike patrol	\$3,203.31
				001-008-521-20-31-04	LE - Donation Exp - Other	Bicycles for Bike patrol	\$2,500.00
WABO	40761						\$141.45
		7/7/2016	32317	001-007-559-30-31-00	PB-Office Supplies	2015 Uniform Plumbing Code	\$141.45
Washington State Criminal Justice	40762						\$300.00
		7/7/2016	201126479	001-008-521-40-49-01	LE-Staff Development	Training - Interviewing Techniques	\$300.00
Washington State Dept of Agriculture	40763						\$50.40
		7/7/2016	1246	001-008-521-20-41-00	LE-Professional Services	Inspection of small scale	\$50.40
Washington State Dept of Enterprise Svcs	40764						\$227.45
		7/7/2016	73149499	001-008-521-20-31-00	LE-Office Supplies	Business Cards - LKSPD BC1	\$45.49
			73149950	001-008-521-20-31-00	LE-Office Supplies	Business Cards - Bassett	\$45.49
			73149951	001-008-521-20-31-00	LE-Office Supplies	Business Cards - Irwin	\$45.49
			73149952	001-008-521-20-31-00	LE-Office Supplies	Business Cards - Schedler	\$45.49
			73149953	001-008-521-20-31-00	LE-Office Supplies	Business Cards - Barnes	\$45.49
Washington State Support Registry	0						\$402.46
		6/30/2016	07/01/16	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$402.46



Checks to be Approved for 6/24/2016 to 7/7/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Washington Teamsters Welfare Trust EFT	0						Check Total
		7/7/2016	07/01/16	001-000-283-00-00-00	Payroll Liability Medical	Teamsters Dental Ins Premiums	\$1,744.80
Wave Broadband	40765						Check Total
		7/7/2016	01004468	001-002-513-11-42-00	AD-Communications	Telephone Service	\$11.78
				001-003-514-20-42-00	CC-Communications	Telephone Service	\$23.54
				001-004-514-23-42-00	FI-Communications	Telephone Service	\$23.54
				001-005-518-10-42-00	HR-Communications	Telephone Service	\$11.77
				001-006-518-80-42-00	IT-Communications	Telephone Service	\$35.32
				001-007-558-50-42-00	PL-Communication	Telephone Service	\$76.56
				001-007-559-30-42-00	PB-Communication	Telephone Service	\$11.78
				001-008-521-20-42-00	LE-Communication	Telephone Service	\$400.42
				001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$11.78
				001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$11.77
				001-013-518-20-42-00	GG-Communication	Telephone Service	\$47.09
				101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$67.75
				410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$67.75
Western Conference of Teamsters Pension Trust	40696						Check Total
		6/30/2016	07/01/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$2,155.08
Western Graphics Inc	40766						Check Total
		7/7/2016	20497	520-008-594-21-63-00	Capital Equipment	New car graphics - PT65	\$774.32
Zachor and Thomas Inc PS	40767						Check Total
		7/7/2016	665	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor retainer - June 2016	\$10,569.36
Total							\$468,745.19

**CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES**

Tuesday, June 28, 2016, 2016
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Mayor John Spencer, Councilmembers Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

ELECTED OFFICIALS ABSENT: None.

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Public Works Director Mick Monken, Interim Police Chief Ralph Krusey, Interim Lt. Bob Summers, Police Officer Nathan Adams, Police Records Specialist Deb Smith, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh and City Attorney Cheryl Beyer

OTHERS: Lake Stevens Police Explorers Colton Ream, Alex Cooper, Dawson Pitzer, Massena Logan, Sara Mayfield, Brenann Peters

Pledge of Allegiance: Council President Sam Low introduced the Lake Stevens Police Explorers, who then led the Pledge of Allegiance.

Roll Call.

Approval of Agenda:

Council President Low said the following items will be removed from the Consent Agenda and placed under Action Items: (C) Approve City Council Regular Meeting Minutes of June 14, 2016 will be moved to Action Item (E); (D) Approve Marine Boat Purchase will be Action Item (F); and (E) Approve Visitor Information Center – Wall Mounted and Monument Signs will be Action Item (G). Council President Low also said that Action Item D, Approve Ordinance 956 Establishing a Moratorium on New Construction in the Downtown Area might be removed from the agenda following the Staff briefing.

On the Consent Agenda, Item (H), Authorize Mayor to Enter into Contract with Distinctive Interior Designs for Space Planning re Temporary City Hall, Council President Low and Councilmember Daughtry both disclosed they have business relationships with owner Kelly DuByne, but this will have no bearing on their vote. Councilmember Holder said Ms. DuByne is a friend, but this will not affect her vote.

Mayor Spencer commented for the record that the reasoning for bringing the moratorium for new building in the downtown area forward at this time is to provide for a clean slate as the City enters into the downtown subarea planning process.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Daughtry to approve the Consent Agenda as amended. On vote the motion carried (7-0-0-0).

Guest Business:

Mathew Palicte, 2425 170th Drive NE, Lake Stevens, suggested that the City open up the eastbound blocked right lane at the Eagle Roundabout to ease traffic flow.

Employee Introduction:

Mayor Spencer introduced new lateral hire Police Officer Phillip Bassett and administered the oath of office to him. Interim Police Chief Ralph Krusey welcomed Officer Bassett.

Council Business:

Councilmember Daughtry: Trestle Station grand opening, SCCIT, Community Police meeting, AWC Conference, Police Chief Candidates Reception, Police barbecue, Rain Garden installation at Lundeen Park; Councilmember Low: Welcomed Police Chief candidates and their spouses, Police Chief Candidates Reception; Cavelero Police meeting; Trestle Station grand opening; Councilmember Hilt: Potential Youth Council; Councilmember Welch: Music on the Lake and Shakespeare in the Park, Arts Commission; various subcommittee meetings; Councilmember McDaniel: Police Chief Candidates Reception and interviews, Public Safety subcommittee; Councilmember Holder: Police Chief Candidates Reception; positive feedback on Lundeen Park; Councilmember Tageant: Police Chief interviews, Chamber, Trestle Station grand opening, Public Safety subcommittee.

Mayor's Business: Mayor Spencer said he is working with Snohomish Mayor Karen Guzak on a strategic plan for Snohomish County Tomorrow, and that there needs to be a focus on land use values and how it connects to transportation. Mayor Spencer said that he and Interim City Administrator Swenson traveled to Yakima today to meet with Senator King, who is the chair of the Senate Transportation Committee regarding the upcoming transportation projects in Lake Stevens and the Trestle.

City Department Report:

Public Works Director Mick Monken updated on the SR 204/SR 9 interchange project, said that WSDOT has invited the City to participate in the consultant selection process for the Trestle project, updated on the Grade Road repair and said it may be completed in two parts, updated on the 36th Street Bridge repair.

Community Development Director Wright said that building and land use permits are still continuing at a high rate, provided a staffing update, said that Parks Coordinator interviews are underway, first Citizens Advisory Committee meeting will be held this week, is working to develop a Council Executive Committee to help facilitate the advisory committee meetings, provided an update on Cavelero Park.

Interim Police Chief Krusey, recognized the Explorer Scouts and their coordinators, Officer Nate Smith and Records Specialist Deb Smith, and there will be a Police Community Meeting on July 21st regarding issues related to Opioids.

Finance Director/City Clerk Barb Stevens provided an update on the Budget Subcommittee and the budgeting schedule for preparing a 2017 budget.

Interim City Administrator Mary Swenson said that training was completed with the Teamsters on collaborative bargaining which will be very helpful in the upcoming union negotiations. A member of the Police Guild also attended the training.

Consent Agenda.

MOTION: Moved by Councilmember Low, seconded by Councilmember Hilt, to approve the amended Consent Agenda: (A) 2016 Vouchers [Payroll Direct Deposits of \$155,151.80, Payroll Checks Nos. 40617-40618, 40623 totaling \$4,065.52, Tax Deposits of \$64,949.22, Electronic Funds Transfers (ACH) of \$14,174.90, Claims Check Nos. 40615-40616, 40619-40622, 40624-40687 totaling \$247,149.90; Void Checks Nos. 40590, 40491-40492 totaling \$16,431.95; Total Vouchers Approved: \$469,059.39]; (B) City Council Workshop Meeting Minutes of June 14, 2016; (F) Authorize Mayor to Enter into Contract with Robinson Noble, Inc. for Geotech Services for 36thg Street Bridge Repair; (G) Authorize Mayor to Enter into Contract with Prothman for City Administrator Recruitment; (H) Authorize Mayor to Enter into Contract with Distinctive Interior Designs for Space Planning Services re Temporary City Hall; (I) Approve Updated Salary Range and Title – Police Administrative Manager; (J) Approve Additional Staffing – Building Inspector/Code Enforcement; (K) Approve Additional Staffing, Salary Range, and Job Description – Senior Accountant. On vote the motion carried (7-0-0-0).

Public Hearing:

Public Hearing to Adopt a Six Year Transportation Plan and Adoption of Resolution

2016-13: Deputy City Clerk Kathy Pugh opened the public hearing and read the rules of procedure for the record.

Civil Engineer Adam Emerson presented the staff report and reviewed the projects proposed projects to be added to the 2017-2022 Transportation Improvement Plan. He then responded to Councilmembers' questions, and clarified that the six-year transportation plan can be amended at any time.

In response to a question from Councilmember Low, Mr. Emerson said that sidewalks are scheduled for Vernon Road projects, but that there is also the potential for roadway improvements as well. Regarding improvements to South Lake Stevens Road, it is possible some of these improvements will be included in this year's pavement overlay project, but there are environmental concerns that Staff is actively working on it.

Mayor Spencer invited public comment from the audience and there was none.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to close the public comment portion of the public hearing. On vote the motion carried (7-0-0-0).

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Welch, to close the public hearing. On vote the motion carried (7-0-0-0).

MOTION: Moved by Councilmember Low, seconded by Councilmember Hilt, to approve Resolution 2016-13 adopting the 2017-2022 Six-Year Transportation Improvement Plan. On vote the motion carried (7-0-0-0).

Action Items:

Award Bid to Kamins Construction re Safe Routes to School: Civil Engineer Emerson said that a revised contract was distributed prior to the meeting, with the only difference being the removal of the pollution insurance requirement as it is not necessary for this type of work. Mr. Emerson then presented the staff report and reviewed that the City received a state-funded grant through WSDOT's Safe Routes to School program in December 2015 for design and construction of a sidewalk along 91st Avenue SE between 8th Street SE and 12th Place SE. Mr. Emerson reviewed the bid process and opening and said that Kamins was the lowest responsive bidder. He said that the City received an official bid protest from the second lowest bidder, protesting that Kamins did not complete its bid package to the requirements specified in the Request for Bid. Staff consulted with the City Attorney, who determined that the differences were "immaterial irregularities" and advised Staff to proceed with the lowest responsive bidder. It is Staff's recommendation that Council award the bid to Kamins Construction in the amount of \$459,533.90 and authorize the Mayor to enter into Public Works Contract in that amount for the 91st Avenue SE Safe Routes to School Project, and also authorize an administrative contingency of \$120,255.10. Mr. Emerson then responded to Councilmembers' questions.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember McDaniel, to award the bid for the Safe Routes to School – 91st Avenue SE project, authorize the Mayor to execute a Public Works contract with Kamins Construction for the amount of \$459,533.90 and authorize an administrative contingency of \$120,255.10. On vote the motion carried (7-0-0-0).

Approve Ordinance 955 re Traffic Mitigation Adjustment: Community Development Director Russ Wright presented the Staff report and said that tonight's requested action is to approve Ordinance 955 adopting a revised traffic fee adjustment and repealing Resolution 2014-13. Approval of Ordinance 955 will allow adjustments to the City's traffic impact fees for the purpose of implementing the City's growth strategy, stimulating development of new businesses in subareas, replace impact fees by increasing sales tax revenue from new mid to large-sized retailers; set a clear duration of three years and provide a clear nexus between adjustment and projected revenue. Director Wright said that based on comments Staff has identified that the program needs to be simple and easily implemented. Director Wright explained the two-tier strategy that is being proposed.

Discussion ensued regarding how the three year averaging will apply, how this adjustment will apply to commercial sites with multiple businesses, concerns regarding when the certificate of occupancy issues and how the ordinance will apply when tenant improvements are made by developers during the first year that push out the issuance of the certificate of occupancy, how the sales tax is applied, and whether big box or niche developers are being targeted by this ordinance.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Low, to remove this item from the agenda to allow Staff to make changes based on Council input and to bring it

back on the August 23, 2016 agenda for further consideration. On vote the motion carried (7-0-0-0).

Approve Ordinance 957 Amending LSMC 4.04 relating to Business Licenses and

Regulations: Director Wright presented the Staff report and said that approval of this ordinance will transfer the responsibility of administering business licenses from the City Clerk to the Planning and Community Development Department. He then responded to Councilmembers' questions.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Welch, to adopt Ordinance 957 transferring the responsibility of administering business licenses from the City Clerk to the Planning and Community Development Department. On vote the motion carried (7-0-0-0).

Approve Ordinance 956 Establishing a Moratorium on New Construction in the

Downtown Area: Director Wright presented the Staff report and said that because the City is initiating a planning effort for the downtown Lake Stevens area which will include a subarea plan and planned action environmental statement, it is appropriate to temporarily prohibit new construction of commercial, mixed-use and multifamily buildings in the Mixed-Use and Central Business District Zones. This will allow time to evaluate the necessary infrastructure improvements for sewer, stormwater and streets to facilitate increased development in the downtown area. Director Wright then responded to Councilmembers' questions.

Discussion ensued. Councilmembers Low, Tageant, Welch expressed concern regarding the message the City is sending to big businesses who may want to come into the downtown area if this ordinance is approved, and how development impacts the Lake Stevens Sewer District infrastructure, and also said that issues related to heights restrictions can be addressed.

Mayor Spencer responded that it rests with the City to determine how downtown development will impact the existing infrastructure including sewer, and also that the community has expressed concern about new development coming in, particularly as it relates to height. This moratorium would allow the City to move forward with the downtown subarea planning without contradictions from any development plans that may be submitted. Councilmembers McDaniel and Holder agreed with the Mayor's comments.

MOTION: Councilmember Low moved, Councilmember Hilt seconded to remove this item from the agenda. On vote the motion (4-3-0-0) carried with Councilmembers Daughtry, McDaniel and Holder voting against the motion.

Approve City Council Regular Meeting Minutes of June 14, 2016: Councilmember Low requested the minutes be amended to reflect his question as to whether anyone would be displaced if the City proceeded with an eminent domain process to acquire the 20th Street SE Right of Way.

MOTION: Moved by Councilmember Hilt, seconded by Councilmember McDaniel, to approve the minutes of the June 14, 2016 City Council Regular Meeting with the requested amendment. On vote the motion carried (7-0-0-0).

Marine Boat Purchase: Chief Krusey reviewed the status of the current fleet and that one of the two boats is seriously deteriorating. He said that the City received three bids and the North

River Seahawk was the lowest bid and would meet the City's needs. Chief Krusey noted that the need for a boat is high in the summer, but there are also needs, including rescue, on the lake all year round.

In response to Councilmember Holder's comment, Administrator Swenson said that the upcoming budget process will include a comprehensive plan for vehicle replacement schedules.

Discussion ensued and Councilmember Tageant confirmed that this proposal went through the subcommittee to go to full Council.

Councilmember Low asked that the request be amended to include a \$15,000 contingency reserve for the purchase and installation of a boatlift. Following discussion there was consensus to bring back the purchase of a boatlift later this year.

MOTION: Moved by Councilmember Low, seconded by Councilmember Daughtry to approve the Marine Boat Purchase. On vote the motion carried (7-0-0-0).

Approve Visitor Information Center – Wall Mounted and Monument Signs: Director Monken reviewed the Staff report and said there is one sign to be installed on the west side that consists of a small sign and a larger sign and provides outside identification for people entering the park. The second sign is a monument sign that is a variable message sign, which will be used to advertise events and activities taking place within the City. The sign designs proposed are consistent with the City's sign codes. The intent is to install the signs before the end of the summer.

Councilmember Holder asked if this signage will be consistent with the established parks signage. She asked if these signs will be stand alone or will they represent the City's future signage.

Director Wright responded that this sign request is in part a request by the Chamber. Staff has tried to ensure that the colors are representative of other colors that are used in City signage, and actually the request led to the Beautification Program. This sign will be more of a stand alone and will not be quite the same as what comes out of that process, but it will have similarities with the base stone and proposed colors. This could be brought back with more elements developed from the Beautification Program, and the cost would not change.

Councilmembers Holder and McDaniel believe the sign should include the logo or a consistent City theme. Councilmember Holder reminded there is a signage program for the City parks.

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Tageant, to approve the budget for the monument and wall mounted signs for the Visitor Information Center. On vote the motion carried (7-0-0-0).

Study Session:

2016 Budget Amendment No. 2 – Ordinance 963: Finance Director/City Clerk Barb Stevens presented the staff report and reviewed the proposed budget changes. Most of the changes have been brought to Council or to the subcommittees previously. She then responded to

Councilmembers' questions. Following discussion there was consensus to bring Ordinance 963 forward for consideration on the consent calendar at the July 12, 2016 City Council meeting.

Adjourn:

Moved by Councilmember Hilt, seconded by Councilmember Welch to adjourn the meeting at 8:42 p.m. On vote the motion carried (7-0-0-0).

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 12 July 2016

Subject: Adopt Ordinance 965 - Complete Streets Ordinance

Contact / Department: Adam Emerson, Public Works **Budget Impact:** NA

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Adopt Ordinance 965 which adds and defines Complete Streets practices to the City's municipal code.

SUMMARY/BACKGROUND: In May 2016 the Washington State Legislature created the Complete Streets Award Program which serves as an incentive to encourage local and county governments to adopt complete street practices. This award program is hosted by the State's Transportation Improvement Board. The policies adopted in accordance with the complete street practices mandate that cities and counties, to the best of their ability, plan, design, operate and maintain streets in consideration of all modes of transportation. These modes include drivers, pedestrians, bicyclists, public transportation users and drivers, children, youth, families, older adults and individuals with disabilities. The City has already begun incorporating this frameworks into the designs of several projects including 20th Street SE, 24th Street SE and 91st Avenue SE.

To become eligible for a Complete Streets Award, cities and counties must adopt a system-wide complete streets ordinance and policy. Currently, 34 cities and 1 county within the state have adopted complete street ordinances. Lake Stevens is currently utilizing the Transportation Element of its Comprehensive Plan as the policy document with further refinement to come through subsequent adoptions.

Transportation Improvement Board staff anticipates that the 2016 call for nominations will incorporate two years of funding and will include \$10 million budget in funds. To be nominated for these awards, a nominating organization, which include state agencies and transportation based non-profits with a statewide charter, must nominate the city for the award. TIB will then evaluate nominees based on the adoption and integration of complete streets into the city's plans and capital programs. Lake Stevens would potentially be eligible for \$250,000 in this first round of funding.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS:

► Exhibit A: Ordinance 965

EXHBIT A

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

ORDINANCE NO. 965

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, ADDING A NEW SECTION 14.46.280 TO THE LAKE STEVENS MUNICIPAL CODE ENTITLED “COMPLETE STREETS”; ADOPTING A “COMPLETE STREETS” POLICY AND PRACTICE IN ACCORDANCE WITH THE LAKE STEVENS COMPREHENSIVE PLAN; ADOPTING SAID POLICY AND PRACTICE AS A ROUTINE CONSIDERATION FOR TRANSPORTATION PROJECTS; IDENTIFYING SAID POLICY AS AN OPPORTUNITY TO ACCOMMODATE AND IMPROVE ACCESS TO ALL USERS, INCLUDING BICYCLISTS, PEDESTRIANS, MOTORISTS, AND PUBLIC TRANSPORTATION USERS, AND PROVIDING FOR SEVERABILITY.

WHEREAS, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that promotes safe and convenient travel for all users, including pedestrians, bicyclists, motor vehicle drivers, public transportation users and drivers, people of all ages and abilities including, but not limited to, children, youth, families, older adults, and individuals with disabilities; and

WHEREAS, “Complete Streets” mean roadways planned, designed, and constructed to provide access to all legal users in a manner that promotes safe and efficient movement of people and goods, whether by car, truck, transit, assistive device, foot, or bicycle; and

WHEREAS, improving and providing additional walking and bicycling facilities offers improved health benefits for the population and makes Lake Stevens a more livable community; and

WHEREAS, the City of Lake Stevens is committed to promoting reduced energy consumption and “Complete Streets” practices promote multimodal transportation which reduce carbon emissions; and

WHEREAS, it is the policy of the City of Lake Stevens to enhance the quality of life of residents, encourage active living, and reduce traffic congestion and fossil fuel consumption by providing safe accessible, convenient, and comfortable routes for walking, bicycling, and public transportation; and

WHEREAS, the Transportation Element of the Lake Stevens Comprehensive Plan states that arterial and collector streets should include the elements of “Complete Streets” including but

not limited to, pedestrian, bicycle, transit, motorized and other non-motorized uses; and

WHEREAS, the City of Lake Stevens intends to cooperate and partner with other transportation agencies including the Washington Department of Transportation, Snohomish County and neighboring local jurisdictions to ensure that the transportation network transitions seamlessly between jurisdictions in accordance with local and regional road, transit, bicycle, and pedestrian plans.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,
WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. LSMC Chapter 14.56 entitled “STREETS AND SIDEWALKS” is hereby amended to add a new section 14.56.280 which shall read as follows:

14.56.280 – Complete Streets.

1. The City of Lake Stevens should, to the best of its ability, and subject to the limits of its financial resources, plan for, design and construct new transportation projects to provide appropriate accommodation for pedestrians, bicyclists, motor vehicle drivers, public transportation users and drivers, people of all ages and abilities including, but not limited to, children, youth, families, older adults, and individuals with disabilities.
2. Exceptions. Exceptions to this policy may be determined by the Public Works Director, City Engineer, Mayor, City Council, City Administrator or designee. Facilities for pedestrians, bicyclists, transit users, motorists, and/or people of all abilities are not required to be provided:
 - a. Where their establishment would promote or accommodate uses of the street that are prohibited by law;
 - b. Where their establishment would be contrary to public health and safety;
 - c. Where there is no City identified need;
 - d. Where ordinary maintenance activities, designed to keep assets in serviceable condition (e.g., striping, cleaning, sweeping, spot repair and pavement preservation), would be wholly or partially impeded;
 - e. Where the costs associated with planning and implementing “Complete Streets” is, or would be, disproportionate to the current need or future benefit;
 - f. Where a documented exception or deviation has been granted by the Public Works Director, City Engineer or designee;
 - g. Where implementing “Complete Streets” practices on a small project would create a short section of improvements that create problematic transitions on

either end or that are unlikely to be followed by similar improvements at either end which result in little to no progress toward implementing “Complete Streets”;

- h. Where implementing “Complete Streets” practices would have an adverse impact on environmental resources including, but not limited to, streams, rivers, lakes, wetlands, floodplains or historic structures/sites beyond the impacts of existing infrastructure.
- i. Where implementing a “Complete Streets” practice would be contrary to or conflict with the City’s adopted street design standards and/or the City’s adopted Transportation Improvement Plan.

Section 2. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 3. Effective Date. This ordinance shall be in full force and effective five (5) days from and after its passage and approval and publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Lake Stevens on this _____ day of _____, 2016.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

APPROVED TO FORM:

Grant Weed, City Attorney

First and Final Reading: July 12, 2016

Published: _____

Effective Date: _____



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: July 12, 2016

Subject: Consent Agenda Item: Affirmation to Terminate an Easement

Contact Person/Department: Russ Wright, Planning &
Community Development

Budget Impact: None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Affirm termination of an easement encumbering the Petco site at 9004 Vernon Road, Lake Stevens, WA 98258 as executed by the Mayor's signature.

BACKGROUND AND PROPOSED SCOPE:

On September 21, 2015, staff approved a lot line consolidation of two parcels in the Commercial District zone to facilitate the development of the Petco site at 9004 Vernon Road, Lake Stevens, WA 98258 (LUA2015-0091). Staff was contacted in late June 2016 by Mr. David Irwin of Irwin Development, the primary contact for the Petco project. The approval of the lot consolidation did not extinguish an unrecorded easement on the property. The purpose of this easement was to provide a turnaround for Snohomish County emergency vehicles per Auditor's File Number (AFN) 8612290299 as part of a short plat. This unrecorded easement creates an encumbrance upon the property.

Mr. Irwin requested that the city extinguish the easement in order to clear title. Staff directed Mr. Irwin to coordinate with Snohomish County to terminate the easement. The County directed Mr. Irwin back to the city. City staff reviewed the easement with Snohomish County and determined that through annexation in 2006, the easement transferred to the city. This was confirmed through consultation with the City Attorney.

Mr. Irwin's attorney provided staff with a Termination of Easement document to be signed by the Mayor, which has been completed. The agreement was approved as to form by the City Attorney. Because the termination was time sensitive, staff presented the document to the Mayor for signature on behalf of the city. As an easement can be considered a real property encumbrance staff is requesting that City Council affirm this action to extinguish the easement by consent. City staff can confirm that the Petco development provides safe access for emergency vehicles and meets applicable city engineering and municipal standards. The termination of the easement has no bearing on safe ingress and egress from the site.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: There is not a budget impact.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: July 12, 2016

Subject: 2016 Budget Amendment #2

Contact Person/Department: Barb Stevens/ Finance

Budget Impact: Yes

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

APPROVE: Ordinance No. 963 Amending Budget Ordinance No. 943 and including changes to Organizational Chart.

SUBCOMMITTEE RECOMMENDATION:

The requests within this proposed amendment have been brought before the Finance/HR Subcommittee and have received a positive recommendation to bring forward to City Council for approval.

No changes have been made to the amendment since presented to Council on June 28th, 2016

SUMMARY/BACKGROUND:

Throughout the year the City Council authorizes various purchase requests and agreements. At the time of authorization, the budget impact is presented to the Council as part of the information required in order for the Council to make an informed decision. The budget amendment follows to adjust the specific line items that will be affected by purchase or contract award. Detailed explanations of the changes requested are described below and in the attached spreadsheet:

Revenues

- 001 – General Fund – Increase \$3,360,065
 - *Includes transfer from Contingency Reserve Fund for Property Purchase*
- 002 – Contingency Reserve Fund – Increase \$11,400
- 101 – Street Fund – Increase \$9,800
- 301 – Capital Project Development Contribution Fund - Increase \$317,000
- 303 – REET I – Increase \$2,400
- 304 – REET II – Increase \$9,000
- 309 – Sidewalk Capital Project Fund – Decrease (\$253,326)
- 401 – Sewer Fund – Increase \$1,600
- 410 – Storm & Surface Water Fund – Increase \$5,200
- 510 – Equipment Fund – Computer – Increase \$1,000
- 520 – Equipment Fund – Police – Increase \$11,000
- 530 – Equipment Fund – PW – Increase \$1,000
- 540 – Aerator Equipment Fund – Increase \$350
- 621 – Refundable Deposits Fund – Increase \$10,000

Expenditures

- 001 – General Fund – Increase \$3,494,358
 - *Includes Property Purchase*

- 002 – Contingency Reserve Fund – Increase \$2,461,824
 - *Includes transfer to General Fund for Property Purchase*
- 101 – Street Fund – Increase \$101,054
- 301 – Capital Project Development Contribution Fund - Increase \$191,000
- 304 – REET II – Increase \$40,000
- 410 – Storm & Surface Water Fund – Increase \$43,334
- 510 – Equipment Fund – Computer – Increase \$4,500
- 520 – Equipment Fund – Police – Increase \$55,000
- 621 – Refundable Deposits – Increase \$10,000

Included in this budget amendment are staffing changes that have an effect on budgeted expenditures. In addition, the attached amended organizational chart includes position changes that may/or may not have an effect on budgeted expenditures and may have been previously approved. These positions are:

- Convert (1) Police Officer position to Detective
- Convert (1) Senior Planning Lead to Senior Planner
- Add (1) Building Inspector/Code Enforcement
- Add (1) Senior Accountant
- Add (1) Mechanic (previously approved)
- (2) Seasonal Park Workers (previously approved)

The table below summarizes the previous budget actions as well as the proposed budget amendments, and the resulting budgeted balances.

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2016 Original Budget	\$ 24,845,887	\$ 20,157,422	\$ 20,466,964	\$ 24,536,345
Budget Amendment #1	\$ 1,778,535	\$ 1,405,500	\$ 2,831,660	\$ 352,375
Totals	\$ 26,624,422	\$ 21,562,922	\$ 23,298,624	\$ 24,888,720
Proposed Budget Amendment #2	\$ -	\$ 3,486,489	\$ 6,401,070	\$ (2,914,581)
Totals	\$ 26,624,422	\$ 25,049,411	\$ 29,699,694	\$ 21,974,139

APPLICABLE CITY POLICIES:

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, changes in the adopted budget must be brought before the City Council.

BUDGET IMPACT:

The budget ordinance will amend the ending balances, revenues and expenditures in the funds set forth in the ordinance as well as amend the staffing positions as set forth in the organizational chart.

ATTACHMENTS:

- ▶ Attachment A: Budget Amendment Detail
- ▶ Exhibit A: Ordinance No. 963
- ▶ Exhibit A - Attachment: Amended Organizational Chart

2016 Budget Amendment Detail

Attachment A

Revenue/Expenditure Account	Fund	Total Amount	Obligated	New Request	Type	Notes
Retainage Other PW Projects	621	\$ 10,000	\$ 10,000		Rev	Retainage (equal to exp)
Retainage Release Other PW Projects	621	\$ 10,000	\$ 10,000		Exp	Retainage Release (equal to rev)
General Fund Capital Grant Funding	001	\$ 290,000	\$ 290,000		Rev	Grant Funding \$309,000 for City Hall Demo - Grant portion (equal to exp)
General Fund Capital Expenditure	001	\$ 290,000	\$ 290,000		Exp	City Hall Demo (equal to rev)
Transfer from Reserve Fund	001	\$ 2,461,824	\$ 2,461,824		Rev	Land Purchase for PD/CH (equal to exp)
Transfer to General Fund	002	\$ 2,461,824	\$ 2,461,824		Exp	Land Purchase for PD/CH (equal to rev)
Total Offsetting Revenue Amendments		\$ 2,761,824				
Total Offsetting Expenditure Amendments		\$ 2,761,824				
Revenue Account	Fund	Total Amount	Obligated	New Request	Type	Notes
Investment Interest	All	\$ 80,050	\$ 80,050		Rev	All Funds Now .43% was .14%
Arts Commission Donation	001	\$ 500	\$ 500		Rev	Donation for Music on the Lake
Building Permits	001	\$ 500,000	\$ 500,000		Rev	Revenues
Zoning & Subdivision	001	\$ 50,000	\$ 50,000		Rev	Revenues
LT Lease Ranheim	001	\$ 11,290	\$ 11,290		Rev	Lease revenue
FEMA 97.036 Storm Grant	001	\$ 26,144	\$ 26,144		Rev	2015 Storm Grant Fed portions
WA Military Storm Grant	001	\$ 2,307	\$ 2,307		Rev	2015 Storm Grant State portions
Park Mitigation	301	\$ 300,000	\$ 300,000		Rev	Park Mit (at \$500)
TIB Grant Funding	309	\$ (255,626)	\$ (255,626)		Rev	N. Lakeshore TIB Funds Deobligated
Sale of Surplus	520	\$ 10,000	\$ 10,000		Rev	Sale of surplus vehicles
Total Stand Alone Revenues		\$ 724,665				
Expenditure Account	Fund	Total Amount	Obligated	New Request	Type	Notes
General Government Property Purchase (LE)	001	\$ 2,461,824	\$ 2,461,824		Exp	Land Purchase for Police Department
Park Acquisition	301	\$ 191,000	\$ 191,000		Exp	Park Purchase/Capital Improvement - Frontier Heights (<i>being included in CFP</i>)
Legal Services	001	\$ 80,000	\$ 80,000		Exp	Legal Services
Building Professional Services	001	\$ 75,000	\$ 75,000		Exp	Building Inspections (<i>Already at \$80K - Additional Bud Adj from Sal</i>)
Finance Professional Services	001	\$ 65,000	\$ 65,000		Exp	Additional Funding for Financial Services Agreement
Street Capital/REET 2	304	\$ 51,970	\$ 51,970		Exp	36th Street Bridge Repair (in CFP) & Inspection (<i>Street Fund \$11,970</i>)
Long Term Lease - City Hall	001	\$ 150,000	\$ 50,000	\$ 100,000	Exp	City Hall Lease Payments and Furnishings (<i>placeholder</i>)
LE Operating	001	\$ 40,000	\$ 40,000		Exp	Body Camera Program (\$25K per year)
Salaries/Benefits/Operating	Various	\$ 35,000	\$ 35,000		Exp	Mechanic Position (<i>split GF/Street/SW</i>)
Administrative Professional Services	Various	\$ 35,000	\$ 35,000		Exp	Prothman City Administrator Services (<i>split GF/Street/SW</i>)
New Planning vehicle	001	\$ 27,000	\$ 27,000		Exp	Replacement vehicle for Expedition
Equipment Rental	101	\$ 25,000	\$ 25,000		EXP	Shoulder Mower - 3 Month Rental
Finance Credit Card Services	001	\$ 25,000	\$ 25,000		Exp	Credit Card Lease and Fees
General Government Professional Services	001	\$ 22,000	\$ 22,000		Exp	Property Appraisals/Space Planning
PL Professional Services	001	\$ 19,500	\$ 19,500		Exp	Plan Review Services
LE Professional Services	001	\$ 19,500	\$ 19,500		Exp	Prothman - Police Chief Services
Park Seasonal Salary/Ben/Op	001	\$ 16,000	\$ 16,000		Exp	Add 2 Seasonals (\$2K/month)
Chamber of Commerce	001	\$ 9,000	\$ 9,000		Exp	Contribution for operating Viistor Information Center (<i>\$1500/month</i>)
Operating Accounts	Various	\$ 8,000	\$ 8,000		Exp	Safety Communication System (<i>split Steet/SW</i>)
PL Travel/Meetings	001	\$ 5,000	\$ 5,000		Exp	Community Development Director Search - Travel
LE Travel/Meetings	001	\$ 5,000	\$ 5,000		Exp	Police Chief Director Search - Travel
Annual Licensing	510	\$ 4,500	\$ 4,500		Exp	IT Enterprise Agreement - (<i>more than originally requested</i>)
Community Center R&M	001	\$ 4,000	\$ 4,000		Exp	Communitiy Center Flooring Installation - (<i>more than originally requested</i>)
Capital ROW Purchase	101	\$ 3,750	\$ 3,750		Exp	ROW Grade Road Property Purchase - (<i>more than originally requested</i>)
Economic Development	001	\$ 2,100	\$ 2,100		Exp	Internship
VIC - Utilities	001	\$ 1,200	\$ 1,200		Exp	Visitor Info Center - Utilities
Executive Travel & Meetings	001	\$ 2,000	\$ 800	\$ 1,200	Exp	Travel & Meetings
Executive Board/Staff Appreciation	001	\$ 1,500	\$ 400	\$ 1,100	Exp	Staff & Board Appreciation
LE Capital Equipment Purchase	520	\$ 55,000		\$ 55,000	Exp	Replacement Marine Vessel
Operating Accounts	Various	\$ 50,000		\$ 50,000	Exp	Tools & Equipment for Mechanic Position (<i>split GF/Street/SW</i>)
Salaries/Benefits/Operating	Various	\$ 40,000		\$ 40,000	Exp	Senior Accountant Position - (<i>split GF/Street/SW</i>)
Building Salary/Ben/Op	001	\$ 36,000		\$ 36,000	Exp	Building Inspector/Code Enforcement Position
Lundeen Capital	001	\$ 20,000		\$ 20,000	Exp	Visitor Information Center - Monument Sign
Administrative Professional Services	001	\$ 19,500		\$ 19,500	Exp	Prothman - City Administator Search
Planning Operating/Software	001	\$ 14,900		\$ 14,900	Exp	Planning/Building Request - <i>computer, clothing, GIS software</i>
Sidewalk Repairs	101	\$ 12,000		\$ 12,000	Exp	Main St. Sidewalk Repair - Safety (Post office)
Administrative Travel & Meetings	001	\$ 5,000		\$ 5,000	Exp	City Administrator Search - Travel
LE Repair & Maintenance	001	\$ 2,000		\$ 2,000	Exp	Police Hand Railing (<i>safety</i>)
Subtotal Budgeted Expenditures (no offsetting)		\$ 3,639,244	\$ 3,282,544	\$ 356,700		
Highlighted requests are not one-time expenditures						
Net Change in Budgeted Cash in all Funds		\$ (2,914,579)				

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 963**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2016 BUDGET AS SET FORTH IN ORDINANCE NO. 943 AND AS AMENDED IN ORDINANCE NO. 952 CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2016.

WHEREAS, the City of Lake Stevens adopted the 2016 budget pursuant to Ordinance No. 943, and amended the 2016 budget in Ordinance 952; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2016 budget; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS DO ORDAIN AS FOLLOWS:

SECTION 1. The 2016 budget, as adopted in Ordinance No. 943, and as amended in Ordinance 952 is hereby amended as follows:

<i>Fund</i>	<i>Description</i>	<i>Current Budget</i>	<i>Amended Budget</i>	<i>Amount of Inc/(Dec)</i>	<i>ExpRev</i>
001 - General	Revenues	\$10,101,301	\$13,461,366	\$3,360,065	Rev.
001 - General	Expenditures	\$11,170,943	\$14,665,301	\$3,494,358	Exp.
001 - General	Ending Fund Balance	\$6,852,469	\$6,718,176	(\$134,293)	EndBal.
002 - General Reserve	Revenues	\$803,100	\$814,500	\$11,400	Rev.
002 - General Reserve	Expenditures	\$8,050	\$2,469,874	\$2,461,824	Exp.
002 - General Reserve	Ending Fund Balance	\$4,202,064	\$1,751,640	(\$2,450,424)	EndBal.
101 - Street	Revenues	\$2,288,213	\$2,298,013	\$9,800	Rev.
101 - Street	Expenditures	\$3,422,527	\$3,523,581	\$101,054	Exp.
101 - Street	Ending Fund Balance	\$2,677,245	\$2,585,991	(\$91,254)	EndBal.
301 - Cap. Proj - Dev. Contrib.	Revenues	\$1,052,152	\$1,369,152	\$317,000	Rev.
301 - Cap. Proj - Dev. Contrib.	Expenditures	\$1,846,600	\$2,037,600	\$191,000	Exp.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$3,633,158	\$3,759,158	\$126,000	EndBal.
303 - Cap. Imp. - REET I	Revenues	\$726,500	\$728,900	\$2,400	Rev.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$1,253,195	\$1,255,595	\$2,400	EndBal.
304 - Cap. Imp. - REET II	Revenues	\$727,000	\$736,000	\$9,000	Rev.
304 - Cap. Imp. - REET II	Expenditures	\$1,027,164	\$1,067,164	\$40,000	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$2,320,989	\$2,289,989	(\$31,000)	EndBal.
309 - Sidewalk Capital Projects	Revenues	\$1,479,326	\$1,226,000	(\$253,326)	Rev.
309 - Sidewalk Capital Projects	Ending Fund Balance	\$921,927	\$668,601	(\$253,326)	EndBal.
401 - Sewer	Revenues	\$1,391,226	\$1,392,826	\$1,600	Rev.
401 - Sewer	Ending Fund Balance	\$272,092	\$273,692	\$1,600	EndBal.
410 - Storm & Surface Water	Revenues	\$1,512,896	\$1,518,096	\$5,200	Rev.
410 - Storm & Surface Water	Expenditures	\$1,518,617	\$1,561,951	\$43,334	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$1,790,869	\$1,752,735	(\$38,134)	EndBal.
510 - Equip Fund - Computer	Revenues	\$152,317	\$153,317	\$1,000	Rev.
510 - Equip Fund - Computer	Expenditures	\$261,565	\$266,065	\$4,500	Exp.

510 - Equip Fund - Computer	Ending Fund Balance	\$125,712	\$122,212	(\$3,500)	EndBal.
520 - Equip Fund - Police	Revenues	\$196,200	\$207,200	\$11,000	Rev.
520 - Equip Fund - Police	Expenditures	\$188,000	\$243,000	\$55,000	Exp.
520 - Equip Fund - Police	Ending Fund Balance	\$332,349	\$288,349	(\$44,000)	EndBal.
530 - Equip Fund - PW	Revenues	\$336,180	\$337,180	\$1,000	Rev.
530 - Equip Fund - PW	Ending Fund Balance	\$259,132	\$260,132	\$1,000	EndBal.
540 - Aerator Equipment	Revenues	\$10,175	\$10,525	\$350	Rev.
540 - Aerator Equipment	Ending Fund Balance	\$129,507	\$129,857	\$350	EndBal.
621 - Refundable Deposits	Revenues	\$51,000	\$61,000	\$10,000	Rev.
621 - Refundable Deposits	Expenditures	\$71,073	\$81,073	\$10,000	Exp.

SECTION 2. Except as set forth above, all other provisions of Ordinance 943 and as amended in Ordinance 952 shall remain in full force, unchanged.

SECTION 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in force five (5) days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this ____ day of _____, 2016.

John Spencer, Mayor

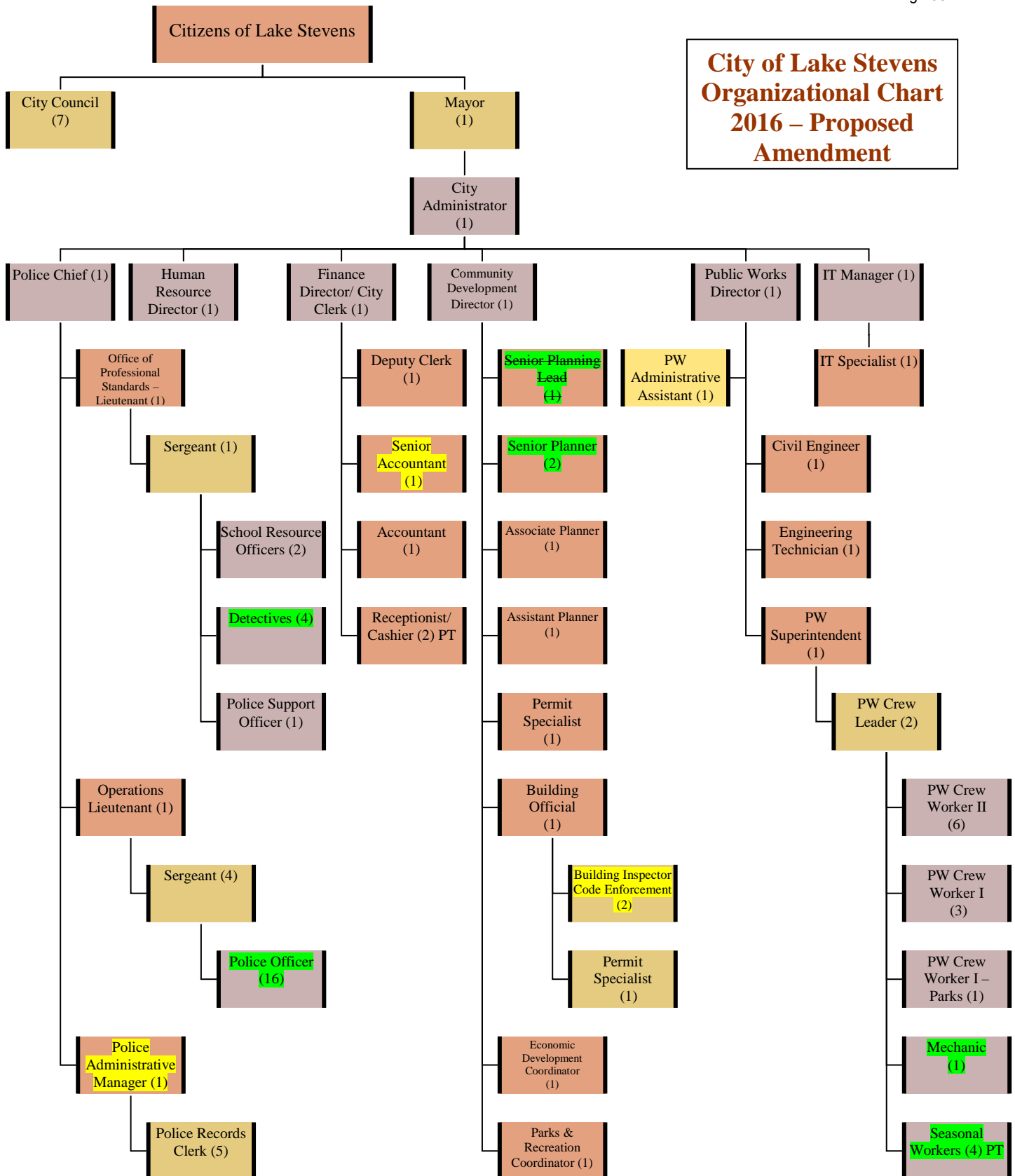
ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant Weed, City Attorney

Presented: June 28, 2016
Final Reading: July 12, 2016
Published:
Effective:





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Date: **Agenda** 12 July 2016

Subject: 2016 Grant Writing Assistance Services – Supplement #1

Contact	Mick Monken	Budget	\$30,000
Person/Department:	Public Works	Impact:	

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve a budget increase of \$30,000 and authorize the Mayor to execute Supplement Number 1 to Perteet Inc. Grant Writing Assistance Service contract for a total contract amount not to exceed \$80,000.

SUMMARY/BACKGROUND: In March 2016, the Council authorized a Grant Writing Assistance Services contract with Perteet Inc. for an amount of \$50,000. The services provided under this contract are to assist City staff in seeking grant opportunities, both State and Federal types, coordinating with staff on grant strategy, and preparing applications of the City's choosing. The main focus is on transportation – both motorized and non-motorized. Other funding opportunities include beautifications and parks. Using outsource services has allowed the City staff to stay focused on current project, assignments, developer demands, and general customer services.

The contract executed in March was a not to exceed \$30,000 with a \$20,000 management reserve. To date, approximately \$26,000 has been expended on grant strategy planning for 20th Street SE federal and local funding, review of upcoming grants, and grant applications for Cedar Road pedestrian and bike grant and for Safer Routes to School for 91st/4th Street SE (Hillcrest Elementary sidewalk extension).

The unexpended funds, of the original \$50,000 approved budget, and the additional \$30,000 being requested are planned to seek additional funds for the remainder of the year. This includes: Complete Streets for downtown area non-motorized improvements; South Davies/South Lake Stevens intersection improvements; 91st Avenue NE/Market Street intersection safety improvements; and 20th Street SE TIB funding. Other potential grant opportunities include 36th Street NE Bridge Replacement; 91st Avenue NE/Vernon Road intersection improvements; Cavelero/79th Avenue SE roadway construction; and miscellaneous pedestrian safety, park and beautification grants.

Note: Supplemental Agreement number 1 is for \$50,000 and is composed of the original authorized \$20,000 management reserve plus the additional \$30,000 requested in this action.

BUDGET IMPACT: The additional \$30,000 will need to be through a budget adjustment. Funds would come from Street Professional Service (Transportation) and possibly General Fund (Parks).

ATTACHMENTS:

- Attachment A: Supplemental Agreement No. 1

Attachment A

SUPPLEMENTAL AGREEMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF LAKE STEVENS AND PERTEET INC. FOR 2016 GRANT WRITING

This Supplemental Agreement No. 1 is made and entered into on the ____ day of July, 2016, between the City of Lake Stevens, hereinafter called the "City" and Contractor Name, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for **2016 Grant Writing Assistance**, hereinafter called the "Project," said Agreement being dated 31st March 2016; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide for support services for the research and preparation of grant applications and to amend the total amount payable for this Agreement,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for Professional Services dated 31st March 2016, shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in Exhibit A1, attached hereto and by this reference made part of this Supplemental Agreement No. insert number.

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE CITY", Paragraph IV.1 Payments, Section (a), the second sentence is amended to include the additional Consultant fee of \$50,000.00 and shall read as follows: "In no event shall total payment under this agreement exceed \$80,000.00."

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement	\$30,000.00
Supplemental Agreement No.1	\$50,000.00
Grand Total	\$80,000.00
Balance Remaining on original Professional Services Agreement:	\$NA

3. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT
NO. 1 as of the day and year first above written.

CITY OF LAKE STEVENS

PERTEET, INC.

By: _____
John Spencer, Mayor

By: _____

Printed Name & Title

ATTEST/AUTHENTICATED

By: _____
Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council **Agenda** April 12, 2016
Date: _____

Subject: Professional Services Agreement Between City of Lake Stevens, Washington and Red Propeller, Inc. for Consulting Services

Contact	Jeanie L. Ashe, Economic Development	Budget	\$50,000
Person/Department:	Coordinator	Impact:	_____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize Mayor Spencer to sign the Professional Services Agreement between the City of Lake Stevens and Red Propeller, Inc. for creative and marketing collateral services not to exceed \$44,500 with a contingency of \$5,500.

SUMMARY/BACKGROUND: For the past year the Economic Development Coordinator has been meeting with retail brokers and developers to discuss the benefits of doing business in Lake Stevens and in particular the 20th Street SE Corridor. These meetings have been done without the benefit of marketing and sales collateral. The PSA with Red Propeller will result in marketing tools including collateral, Power Point presentation, and a unique web site for the development of the 20th Street SE Corridor. These tools will provide detailed information about the city's attributes and opportunities, incentives, and infrastructure. The marketing collateral will provide materials for face-to-face meetings, brochures, and a web site that will do a deep dive into the specifics of the 20th Street SE Corridor.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: \$50,000.00

ATTACHMENTS:

- Exhibit A: PSA between the City of Lake Stevens and Red Propeller, Inc.

EXHIBIT A

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON
AND RED PROPELLER, INC.
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation ("City"), and Red Propeller, Inc., a Washington corporation, ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services as described in Article II below. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along

with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on date of full signing and shall terminate at midnight, December 31, 2017. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement

system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term.**
The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation.**
Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office

(ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

- (2) Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**
Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with insurers with a current A.M. Best rating of no less than A:VII, or if not rated by Best, with minimum surpluses the equivalent of Best A:VII rating.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

Rusty George Design, LLC dba Rusty George Creative

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$44,500.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice by U.S. Mail to the City for services performed in the previous calendar month in a format acceptable to the City at the address below. The Consultant shall maintain time and expense records and provide them to the City upon request.

City of Lake Stevens
Attn: Accounts Payable
Post Office Box 257
Lake Stevens, WA 98258

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. **Public Records.**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City and Consultant shall be sent to the following addresses:

To the City:

City of Lake Stevens
Attn: City Clerk
Post Office Box 257
Lake Stevens, WA 98258

To the Consultant:

Red Propeller, Inc.
Attn: Jan Goldberg
1218 Third Avenue, Suite 380
Seattle, WA 98101

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY.**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 2016.

CITY OF LAKE STEVENS

RED PROPELLER, INC.

By: _____
John Spencer, Mayor

By: _____

Printed Name and Title

Approved as to Form:

By: _____
Grant K. Weed, City Attorney

EXHIBIT A

SCOPE OF SERVICES

Scope of Work:

Marketing Tool + Story Development | \$9,500 - \$11,500

Red Propeller will provide strategic guidance and develop content to tell the City of Lake Stevens' story through the development of a specific set of marketing tools to be used by the City's Economic Development team. These tools will be designed and developed by Rusty George Creative (see separate scope of work). Specifically for this effort, Red Propeller will:

- Participate in an early discovery meeting with the City of Lake Stevens and Rusty George Creative.
- Develop all content and story points (full copywriting) to be used in the creative development of marketing assets: website, digital presentation, and marketing collateral (designed and developed by Rusty George Creative).
- Review creative development and provide recommendations/feedback on maximizing the effectiveness of the tools to attract the attention of brokers, developers, and retailers.

Following this initial scope of work, Red Propeller can be engaged to partner with the City of Lake Stevens to develop a comprehensive outreach strategy to further attract the attention of the development community and to tell a broader story of the City's redevelopment plans currently in process.

Discover | \$2,500

Before we begin we would like to sit down with your team to determine your business needs and goals, challenges and opportunities. No one knows your business better than you, and getting to know as much about you right off is imperative to start the project on the right foot.

After our kick off meeting we will conduct research on your competing communities, trends and best practices to educate ourselves to develop the strongest strategic foundation on which to build the creative.

The culmination of the Discover phase will be a Creative Brief, or guiding document that will serve as the touch point as we move forward.

Website | \$15,000

We suggest beginning with a dynamic website to serve as both a sales tool and resource of relevant and valuable information. The main goal of the website will be the catch all for marketing and SEO tactics.

- Content
 - Site architecture: Consult with your team to prioritize and organize the structure of all information throughout website, develop architecture and framework to promote the best user flow and experience possible
 - CMS system: Open source system allows you the client to log in and make changes to content (update text, dates, staff, photos, etc.) without having to know HTML
 - Content: continue to develop SEO worthy "sticky" content, including navigation, key words and meta structure

- Responsive: The website will respond to different sized screens automatically and adjust for maximum readability
 - Analytics: to track prospect engagement and effectiveness of content
- Development
 - Build website with most contemporary coding language adhering to best SEO practices on open source platform
 - Deploy and test to ensure smooth performance
 - Register with search engines to ensure proper and rapid indexing
 - Follow up bi-weekly for up to 90 days to make sure everything is operating correctly; consult with your team on analytics and search results performance
- Does not include domain registration, hosting, technical support or any other third party fees not directly associated with our creative services

Informational Graphic Illustration | \$ 5,000

RGC to develop illustration that showcases data to show relevance and value of investing and developing in Lake Stevens. This illustration can be used in all other media, from website to presentation to collateral (sales flyer).

- Does not include printing, paper, fabrication, mailing, output or any other third party costs not associated with our direct creative services

PowerPoint/Prezi Presentation | \$7,500

RGC to build a powerful presentation in either PowerPoint or Prezi that showcases the area and builds a good case for developers or retail entities to consider Lake Stevens. We will partner with client team to develop content and presentation flow and deliver final file that can either be embedded into your website, viewed online, or stored and displayed natively on your computer.

Marketing Collateral | \$3,000

RGC to design marketing collateral to provide as a leave behind component to pitch presentations. Collateral may be a flyer or sell sheets or a brochure, depending on client needs and goals, which will be determined in the Discover Phase.

- Does not include printing, paper, fabrication, mailing, output or any other third party costs not associated with our direct creative services

Schedule:

Timeline to complete: Kick off to be scheduled for early July with target delivery of all tools by end of August (prior to ICSC Conference August 30, 2016).



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Date: **Agenda** July 12, 2016

Subject: Amendments to Floodplain Regulations (LUA2016-0084)

Contact Person/Department: Melissa Place, Planning & Community Development
Budget Impact: None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Public Hearing and First and Final Reading for Ordinance 964 related to the municipal code amendments for floodplain regulations (LUA2016-0084).
2. **Motion to approve Ordinance 964:** An ordinance of the City of Lake Stevens, amending the Lake Stevens Municipal Code Section 14.08 Entitled “Basic Definitions and Interpretations” and Section 14.64 Entitled “Special Flood Hazard Areas, Drainage, and Erosion”

SUMMARY:

Public Hearing and First and Final Reading of Ordinance 964 (**Exhibit 1**) related to the the municipal code amendments for floodplain regulations (LUA2016-0084).

BACKGROUND/HISTORY:

In 2015 a Community Assistance Visit (CAV) was conducted by the Department of Ecology (DOE) with City staff and representatives from the Federal Emergency Management Agency (FEMA) and National Marine Fisheries Service (NMFS). DOE summarized their findings from the 2015 visit into the CAV Report. Their findings highlighted two main areas where the City’s municipal code and/or review of floodplain permits contained deficiencies. The City is determined to resolve the deficiencies and close the CAV Report by way of 1) Submitting documentation to DOE to address questions related to two land use cases as discussed in the report (documentation has been submitted and is pending review by DOE) and 2) Processing code amendments to the Lake Stevens Municipal Code (LSMC) as recommended by DOE in the report.

Ordinance 964 including the proposed municipal code amendments is attached as **Exhibit 1**. The Lake Stevens Planning Commission held a Public Hearing on July 6, 2016 to consider the modified language for LSMC 14.08 and 14.64 and review staff’s recommendation. The Planning Commission recommended approval of the proposed floodplain code amendments. The Planning Commission’s recommendation to the City Council is included in **Exhibit 1**.

CONCLUSIONS:

The Planning Commission has found the proposed municipal code amendments to be consistent with LSMC 14.16C.075(f) and has submitted a recommendation (**Exhibit 1**) to the City Council of the proposal based on the findings and conclusions contained in the staff report (**Exhibit 2**).

APPLICABLE CITY POLICIES: Chapters 14.08 and 14.64 of the Lake Stevens Municipal Code

BUDGET IMPACT: There is not a budget impact.

EXHIBITS (attached):

Exhibit 1 – Ordinance 964, with exhibits including the Planning Commission Recommendation

Exhibit 2 – Staff Report to the Planning Commission

EXHIBIT 1

CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

ORDINANCE NO. 964

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON AMENDING LAKE STEVENS MUNICIPAL CODE SECTION 14.08 ENTITLED "BASIC DEFINITIONS AND INTERPRETATIONS" AND SECTION 14.64 ENTITLED "SPECIAL FLOOD HAZARD AREAS, DRAINAGE, AND EROSION" PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the proposed code amendments are an update to the city's existing floodplain regulations that incorporate proposed changes from a 2015 Federal Emergency Management Agency (FEMA) audit for consistency with the Endangered Species Act (ESA); and

WHEREAS, the audit identified areas where the City's municipal code and/or review of floodplain permits contained deficiencies. Processing these code amendments will help resolve the deficiencies and implement the recommendations of the audit; and

WHEREAS, Section 14.16C.075 of the Lake Stevens Municipal Code (LSMC) sets forth the process for land use code amendments; and

WHEREAS, the City of Lake Stevens SEPA Responsible Official issued a Determination of Non-significance (DNS) for the proposed code amendments on June 10, 2016; and

WHEREAS, the City requested expedited review from the Department of Commerce on June 8, 2016 and the Department of Commerce granted expedited review on June 27, 2016; and

WHEREAS, the Lake Stevens Planning Commission conducted a duly noticed open-record public hearing on July 6, 2016 to consider the proposed code amendments; and

WHEREAS, the Lake Stevens Planning Commission has provided the City Council with a recommendation of approval for the proposed amendments; and

WHEREAS, the above referenced recommendation was based on Findings and Conclusions recommended by city staff and adopted by the Lake Stevens Planning Commission on July 6, 2016 in support of the code amendments; and

WHEREAS, the City Council reviewed and considered the Planning Commission's findings, conclusions, and recommendation at an open record public hearing on July 12, 2016; and

WHEREAS, the City Council conducted a public hearing on July 12, 2016 to consider the proposed amendments; and

WHEREAS, the City finds that the proposed code amendments are consistent with the decision criteria found in LSMC 14.16C.075 (f);

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Approval. LSMC Section 14.08 and Section 14.64 are hereby amended, as depicted in **Exhibit A** and incorporated by this reference as if set forth in full.

Section 2. Findings. The City Council hereby adopts the above recitals as findings in support of the code amendments effectuated by this ordinance. The City Council also adopts the Findings and Conclusions recommended by the Lake Stevens Planning Commission attached hereto as **Exhibit B**, dated July 6, 2016 in support of said amendment.

Section 3. Transmittal to Department of Commerce. Pursuant to RCW 36.70A.106, this ordinance shall be transmitted to the Washington State Department of Commerce.

Section 4. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 5. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 12th day of July, 2016.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathleen Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

First Reading: July 12, 2016

Published: July 15, 2016

Effective Date: July 20, 2016

EXHIBIT A

Chapter 14.08 BASIC DEFINITIONS AND INTERPRETATIONS

Sections:

[14.08.010](#) Definitions of Basic Terms

14.08.010 Definitions of Basic Terms.

Appeal (Definition related to flood permits only). A request for a review of the interpretation of any provision of this ordinance or a request for a variance.

Start of Construction (Definition related to flood permits only). Includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Substantial Improvement (Definition related to flood permits only). Means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

1. Before the improvement or repair is started; or
2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term can exclude:

1. Any project for improvement of a structure to correct pre-cited existing violations of state or local health, sanitary, or safety code specifications which have previously identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or

2. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

~~Any repair, reconstruction, rehabilitation, addition, replacement, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not include any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions in relationship to Chapter 14.64, Part I, and Chapter 14.88, Part V.~~

Chapter 14.64

SPECIAL FLOOD HAZARD AREAS, DRAINAGE, AND EROSION

Sections:

Part I. Special Flood Hazard Areas and Regulatory Floodplain

[14.64.005](#) Basis for Establishing Special Flood Hazard Areas

[14.64.020](#) Administrative Procedures

[14.64.050](#) Special Provisions for Subdivisions

14.64.005 Basis for Establishing Special Flood Hazard Areas.

The City hereby adopts by reference the special flood hazard areas identified by the Federal Emergency Management Agency (FEMA) in its most current scientific Flood Insurance Study for Snohomish County, Washington, and incorporated areas [dated November 8, 1999](#), and any revisions thereto, with the current accompanying Flood Insurance Rate Map (FIRM), and any revisions thereto, and declare the same to be a part of the Lake Stevens Municipal Code. The Flood Insurance Study is on file in the Planning and Community Development Department. (Ord. 860, Sec. 4 (Exh. 2), 2011)

14.64.020 Administrative Procedures.

(a) The City shall require a floodplain development permit before construction and/or development begins within the regulatory floodplain.

[\(b\) The City shall review all development permits to determine that all necessary permits have been obtained from those Federal, State, or local governmental agencies from which prior approval is required.](#)

[\(c\) For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in LSMC 14.64.015\(d\):](#)

- [i. Obtain and record the elevation \(in relation to mean sea level\) to which the structure was floodproofed.](#)
- [ii. Maintain the floodproofing certifications required in LSMC 14.64.045\(c\).](#)

[\(d\) Where elevation data is not available either through the Flood Insurance Study, FIRM, or from another authoritative source \(Section 4.3-2\), applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks,](#)

photographs of past flooding, etc., where available. Failure to elevate at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.

(~~b~~e) Applicants shall submit a floodplain development permit, on forms furnished by the City, and shall submit one or more site plans, drawn to scale, including, but not limited to, the following:

- (1) The nature, location, dimensions, and elevations of the property in question;
- (2) Names and location of all lakes, water bodies, waterways and drainage facilities within 300 feet of the site;
- (3) The elevations of the 10-, 50-, 100-, and 500-year floods, where the data are available;
- (4) The boundaries of the regulatory floodplain, special flood hazard area, floodway, riparian habitat zone, and channel migration area, as appropriate;
- (5) The proposed drainage system including, but not limited to, storm sewers, overland flow paths, detention facilities and roads;
- (6) Existing and proposed structures, fill, pavement and other impervious surfaces, and sites for storage of materials;
- (7) Critical areas per Chapter [14.88](#); and
- (8) Existing native vegetation and proposed revegetation.

(~~f~~e) The applicant must record a notice on title that the property contains land within the regulatory floodplain including special flood hazard areas and protected areas, as applicable, before the City issues the floodplain development permit.

(g) The City shall notify adjacent communities and the Department of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

(h) The City shall require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished. (Ord. 860, Sec. 4 (Exh. 2), 2011)

14.64.050 Special Provisions for Subdivisions.

- (a) This section applies to all subdivision proposals including but not limited to subdivisions, short subdivisions, planned developments, and binding site plans per Chapter [14.18](#).
- (b) All proposals shall be consistent with the need to minimize flood damage.

(c) All proposals shall have utilities and facilities, such as sewer, gas, electrical, and water systems, located and constructed to minimize or eliminate flood damage.

(d) All proposals shall provide adequate drainage to reduce exposure to flood damage.

(e) Wherever possible, all proposals shall provide at least one access road connected to land outside the regulatory floodplain with the surface of the road at or above the flood protection elevation.

(f) Where base flood elevation data has not been provided or is not available from another authorized source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or 5 acres (whichever is less).

~~(g)~~ The final recorded plat, short plat, or binding site plan shall include a note that a portion of the property contains land within the regulatory floodplain including special flood hazard areas and protected areas, as applicable. (Ord. 860, Sec. 4 (Exh. 2), 2011)

EXHIBIT B



Lake Stevens City Council
1812 Main Street
Lake Stevens, WA 98258

SUBJECT: Planning Commission Recommendation on a Proposed Ordinance titled:

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON AMENDING LAKE STEVENS MUNICIPAL CODE SECTION 14.08 ENTITLED "BASIC DEFINITIONS AND INTERPRETATIONS" AND SECTION 14.64 ENTITLED "SPECIAL FLOOD HAZARD AREAS, DRAINAGE, AND EROSION" (LUA2016-0084)

Dear Council Members:

The Lake Stevens Planning Commission held a public hearing on July 6, 2016, to consider proposed amendments to the Lake Stevens Municipal Code pertaining to the city's existing floodplain regulations. The proposed changes incorporate the recommendations from a 2015 Federal Emergency Management Agency (FEMA) audit for consistency with the Endangered Species Act (ESA).

Commissioners in attendance for the July 6, 2016 meeting were Tom Matlack, Tracey Trout, Linda Hoult, Gary Petershagen, and Vicky Oslund.

Planning and Community Development presented the proposed amendment on July 6, 2016.

JULY 6, 2016

Public Testimony.

None.

PLANNING COMMISSION RECOMMENDATION

Commissioner Matlack made a motion to forward a recommendation of approval of the update to the city's existing floodplain regulations (LSMC 14.08 and 14.64) and to provide a severability clause in the ordinance to City Council.

MAIN MOTION

Commissioner Hoult made a motion to forward a recommendation of approval of the code amendment to City Council. Commissioner Oslund 2nd, motion carried 5-0.

MAIN MOTION PASSED

5 FOR (Matlack, Trout, Hoult, Petershagen, and Oslund)

0 AGAINST (), _0_ ABSTENTIONS ().

City Council is asked to schedule a public hearing and adopt the Planning Commission recommendations. The Planning Commission Findings and Conclusions are attached to this letter.

Respectfully submitted,


_____, Chairman
LAKE STEVENS PLANNING COMMISSION

City of Lake Stevens Planning Commission

Date: **July 6, 2016**



FINDINGS AND CONCLUSIONS:

1. Compliance with selected Land Use Goals of the Comprehensive Plan

- Land Use Goal 4.1, Policy 4.1.1 – The city will continue to prioritize the protection of wetlands, streams and creeks, lakes and ponds, aquifer recharge areas, geologically hazardous areas (e.g., steep slopes and erosion areas), significant trees, fish and wildlife habitat areas and corridors, cultural resources, and frequently flooded areas through land use policies, regulations and decisions based on best available information and in coordination with state and regional priorities. Land Use Goal 4.3 – Economic development: attain the highest level of economic well-being possible for all citizens in Lake Stevens through the achievement of a stable and diversified economy offering a wide variety of employment opportunities
- Land Use Goal 4.1, Policy 4.1.15 – Encourage and support the retention of natural open spaces or land uses which maintain hydrologic function and are at low risk to property damage from floodwaters within frequently flooded areas.
- Environment and Natural Resource Goal 4.3, Policy 4.3.2 – Ensure compatibility of land uses with topography, geology, soil suitability, surface water, ground water, frequently flooded areas, wetlands, climate and vegetation and wildlife.
- Environment and Natural Resource Goal 4.3, Policy 4.3.4 – Permit development, fill, or encroachments in floodways, frequently flooded areas, highly erodible areas and other critical areas using Best Management Practices (BMP's) and Best Available Science (BAS).
- Environment and Natural Resource Goal 4.3, Policy 4.3.7 – Support the restoration of degraded shorelines and other critical areas to help minimize erosion, sedimentation and flooding.
- Environment and Natural Resource Goal 4.3, Policy 4.3.8 – Protect natural drainage systems and courses associated with floodways, floodplains, or other areas subject to flooding.

Conclusions – The proposed code amendments are consistent with several Land Use and Environment and Natural Resource goals.

2. Compliance with the State Environmental Policy Act (SEPA)(Chapter 97-11 WAC and Title 16 LSMC)

- Staff prepared an environmental checklist for the proposed code revisions, dated June 6, 2016 (**Exhibit 2**).
- The SEPA official issued a Determination of Nonsignificance on June 10, 2016 (**Exhibit 3**).
- The city did not receive any comments or appeals related to the SEPA determination.

Conclusions – The proposed code amendments have met local and state SEPA requirements.

3. Compliance with the Growth Management Act (RCW 36.70A.106)

- The city requested expedited review from the Department of Commerce on June 8, 2016 (**Exhibit 4a**).
- The Department of Commerce sent a letter of acknowledgment on June 8, 2016 (**Exhibit 4b**).
- Staff will file the final ordinance with the Department of Commerce within 10 days of City

Conclusions – The proposed code amendments have met Growth Management Act requirements.

4. *Public Notice and Comments (Exhibit 5)*

- The city published a notice of SEPA determination in the Everett Herald on June 10, 2016.
- The city published a notice of Public Hearing in the Everett Herald on June 22nd and June 29th, 2016.
- The city notified interested parties of the SEPA DNS and public hearing on June 10, 2016.

Conclusions – The City has met public notice requirements per Chapter 14.16B LSMC.

City of Lake Stevens Planning Commission

Planning Commission Public Hearing

Date: **July 6, 2016**Subject: **Amendments to the City of Lake Stevens Floodplain Regulations LUA2016-0084**Contact Person/Department: **Russ Wright**, Community Development Director / **Melissa Place**, Senior Planner

SUMMARY:

Amendments to the City of Lake Stevens Floodplain regulations as recommended by an audit in 2015.

ACTION REQUESTED OF PLANNING COMMISSION:

Hold a public hearing and forward a recommendation to the City Council.

BACKGROUND/DISCUSSION:

In 2015 a Community Assistance Visit (CAV) was conducted by the Department of Ecology (DOE) with City staff and representatives from the Federal Emergency Management Agency (FEMA) and National Marine Fisheries Service (NMFS). DOE summarized their findings from the 2015 visit into the CAV Report. Their findings highlighted two main areas where the City's municipal code and/or review of floodplain permits contained deficiencies. The City is determined to resolve the deficiencies and close the CAV Report by way of 1) Submitting documentation to DOE to address questions related to two land use cases as discussed in the report (documentation has been submitted and is pending review by DOE) and 2) Processing code amendments to the Lake Stevens Municipal Code (LSMC) as recommended by DOE in the report.

At the last briefing on this topic on May 4, 2016, staff reviewed the draft work plan and schedule for the project and provided copies of the draft code amendments (**Attachment 1**) for consideration and feedback. Since then staff has issued a SEPA DNS (**Attachment 2**), sent the proposed amendments out for agency review and asked for expedited review from the Department of Commerce. DOE reviewed the draft code changes and had one comment, requesting that a severability clause be either codified or included in the ordinance. The city is including the severability clause in the ordinance. The proposed regulations are consistent with the changes requested in the 2015 CAV Report.

FINDINGS AND CONCLUSIONS:**1. Compliance with selected Land Use Goals of the Comprehensive Plan**

- Land Use Goal 4.1, Policy 4.1.1 – The city will continue to prioritize the protection of wetlands, streams and creeks, lakes and ponds, aquifer recharge areas, geologically hazardous areas (e.g., steep slopes and erosion areas), significant trees, fish and wildlife habitat areas and corridors, cultural resources, and frequently flooded areas through land use policies, regulations and decisions based on best available information and in coordination with state and regional priorities. Land Use Goal 4.3 – Economic development: attain the highest level of economic well-

being possible for all citizens in Lake Stevens through the achievement of a stable and diversified economy offering a wide variety of employment opportunities

- Land Use Goal 4.1, Policy 4.1.15 – Encourage and support the retention of natural open spaces or land uses which maintain hydrologic function and are at low risk to property damage from floodwaters within frequently flooded areas.
- Environment and Natural Resource Goal 4.3, Policy 4.3.2 – Ensure compatibility of land uses with topography, geology, soil suitability, surface water, ground water, frequently flooded areas, wetlands, climate and vegetation and wildlife.
- Environment and Natural Resource Goal 4.3, Policy 4.3.4 – Permit development, fill, or encroachments in floodways, frequently flooded areas, highly erodible areas and other critical areas using Best Management Practices (BMP's) and Best Available Science (BAS).
- Environment and Natural Resource Goal 4.3, Policy 4.3.7 – Support the restoration of degraded shorelines and other critical areas to help minimize erosion, sedimentation and flooding.
- Environment and Natural Resource Goal 4.3, Policy 4.3.8 – Protect natural drainage systems and courses associated with floodways, floodplains, or other areas subject to flooding.

Conclusions – The proposed code amendments are consistent with several Land Use and Environment and Natural Resource goals.

2. Compliance with the State Environmental Policy Act (SEPA)(Chapter 97-11 WAC and Title 16 LSMC)

- Staff prepared an environmental checklist for the proposed code revisions, dated June 6, 2016 (**Exhibit 2**).
- The SEPA official issued a Determination of Nonsignificance on June 10, 2016 (**Exhibit 3**).
- The city did not receive any comments or appeals related to the SEPA determination.

Conclusions – The proposed code amendments have met local and state SEPA requirements.

3. Compliance with the Growth Management Act (RCW 36.70A.106)

- The city requested expedited review from the Department of Commerce on June 8, 2016 (**Exhibit 4a**).
- The Department of Commerce sent a letter of acknowledgment on June 8, 2016 (**Exhibit 4b**).
- Staff will file the final ordinance with the Department of Commerce within 10 days of City Council action.

Conclusions – The proposed code amendments have met Growth Management Act requirements.

4. Public Notice and Comments (Exhibit 5)

- The city published a notice of SEPA determination in the Everett Herald on June 10, 2016.
- The city published a notice of Public Hearing in the Everett Herald on June 22nd and June 29th, 2016.
- The city notified interested parties of the SEPA DNS and public hearing on June 10, 2016.

Conclusions – The City has met public notice requirements per Chapter 14.16B LSMC.

RECOMMENDATION: Forward a recommendation to the City Council to APPROVE the proposed amendments to the floodplain regulations (LUA2016-0084).

ATTACHMENTS:

1. Draft Code Amendments
2. SEPA Checklist
3. DNS
4. Commerce Review
 - a. Review Request
 - b. Letter of Acknowledgement
 - c. Email granting expedited review
5. Public Noticing

Chapter 14.08

BASIC DEFINITIONS AND INTERPRETATIONS

Sections:

[14.08.010](#) Definitions of Basic Terms

14.08.010 Definitions of Basic Terms.

Appeal (Definition related to flood permits only). A request for a review of the interpretation of any provision of this ordinance or a request for a variance.

Start of Construction (Definition related to flood permits only). Includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Substantial Improvement (Definition related to flood permits only). Means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

1. Before the improvement or repair is started; or
2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term can exclude:

1. Any project for improvement of a structure to correct pre-cited existing violations of state or local health, sanitary, or safety code specifications which have previously identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or

2. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

~~Any repair, reconstruction, rehabilitation, addition, replacement, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not include any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions in relationship to Chapter 14.64, Part I, and Chapter 14.88, Part V.~~

Chapter 14.64

SPECIAL FLOOD HAZARD AREAS, DRAINAGE, AND EROSION

Sections:

Part I. Special Flood Hazard Areas and Regulatory Floodplain

[14.64.005](#) Basis for Establishing Special Flood Hazard Areas

[14.64.020](#) Administrative Procedures

[14.64.050](#) Special Provisions for Subdivisions

14.64.005 Basis for Establishing Special Flood Hazard Areas.

The City hereby adopts by reference the special flood hazard areas identified by the Federal Emergency Management Agency (FEMA) in its most current scientific Flood Insurance Study for Snohomish County, Washington, and incorporated areas [dated November 8, 1999](#), and any revisions thereto, with the current accompanying Flood Insurance Rate Map (FIRM), and any revisions thereto, and declare the same to be a part of the Lake Stevens Municipal Code. The Flood Insurance Study is on file in the Planning and Community Development Department. (Ord. 860, Sec. 4 (Exh. 2), 2011)

14.64.020 Administrative Procedures.

(a) The City shall require a floodplain development permit before construction and/or development begins within the regulatory floodplain.

[\(b\) The City shall review all development permits to determine that all necessary permits have been obtained from those Federal, State, or local governmental agencies from which prior approval is required.](#)

[\(c\) For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in LSMC 14.64.015\(d\):](#)

- [i. Obtain and record the elevation \(in relation to mean sea level\) to which the structure was floodproofed.](#)
- [ii. Maintain the floodproofing certifications required in LSMC 14.64.045\(c\).](#)

[\(d\) Where elevation data is not available either through the Flood Insurance Study, FIRM, or from another authoritative source \(Section 4.3-2\), applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks,](#)

photographs of past flooding, etc., where available. Failure to elevate at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.

(~~b~~e) Applicants shall submit a floodplain development permit, on forms furnished by the City, and shall submit one or more site plans, drawn to scale, including, but not limited to, the following:

- (1) The nature, location, dimensions, and elevations of the property in question;
- (2) Names and location of all lakes, water bodies, waterways and drainage facilities within 300 feet of the site;
- (3) The elevations of the 10-, 50-, 100-, and 500-year floods, where the data are available;
- (4) The boundaries of the regulatory floodplain, special flood hazard area, floodway, riparian habitat zone, and channel migration area, as appropriate;
- (5) The proposed drainage system including, but not limited to, storm sewers, overland flow paths, detention facilities and roads;
- (6) Existing and proposed structures, fill, pavement and other impervious surfaces, and sites for storage of materials;
- (7) Critical areas per Chapter [14.88](#); and
- (8) Existing native vegetation and proposed revegetation.

(~~f~~e) The applicant must record a notice on title that the property contains land within the regulatory floodplain including special flood hazard areas and protected areas, as applicable, before the City issues the floodplain development permit.

(g) The City shall notify adjacent communities and the Department of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

(h) The City shall require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished. (Ord. 860, Sec. 4 (Exh. 2), 2011)

14.64.050 Special Provisions for Subdivisions.

- (a) This section applies to all subdivision proposals including but not limited to subdivisions, short subdivisions, planned developments, and binding site plans per Chapter [14.18](#).
- (b) All proposals shall be consistent with the need to minimize flood damage.

(c) All proposals shall have utilities and facilities, such as sewer, gas, electrical, and water systems, located and constructed to minimize or eliminate flood damage.

(d) All proposals shall provide adequate drainage to reduce exposure to flood damage.

(e) Wherever possible, all proposals shall provide at least one access road connected to land outside the regulatory floodplain with the surface of the road at or above the flood protection elevation.

(f) Where base flood elevation data has not been provided or is not available from another authorized source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or 5 acres (whichever is less).

~~(g)~~ The final recorded plat, short plat, or binding site plan shall include a note that a portion of the property contains land within the regulatory floodplain including special flood hazard areas and protected areas, as applicable. (Ord. 860, Sec. 4 (Exh. 2), 2011)



CITY OF LAKE STEVENS
PLANNING AND COMMUNITY DEVELOPMENT
PO BOX 257, LAKE STEVENS, WA 98258
PHONE: (425) 377-3235 / FAX: (425) 212-3327

SEPA ENVIRONMENTAL CHECKLIST

UPDATED 2014

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND

1. Name of proposed project, if applicable:

Amendments to the City of Lake Stevens Municipal Code – Floodplain Regulations

2. Name of applicant:

City of Lake Stevens

3. Address and phone number of applicant and contact person:

Melissa Place, Associate Planner
City of Lake Stevens
1812 Main Street / PO Box 257
Lake Stevens, WA 98258

(425) 377 - 3229

4. Date checklist prepared:

June 6, 2016

5. Agency requesting checklist: **City of Lake Stevens**

6. Proposed timing or schedule (including phasing, if applicable):

SEPA Determination: June 10, 2016

Dates listed below are tentative and subject to change:

Planning Commission Public Hearing: July 6, 2016

City Council Public Hearing (1st Reading and Adoption): July 12, 2016

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Not at this time

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

Federal Emergency Management Agency (FEMA), Department of Ecology (DOE), and National Marine Fisheries Service (NMFS) Community Assistance Visit (CAV) letter dated March 16, 2015.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

The City has miscellaneous residential permits under review vested to the current floodplain regulations on Lake Stevens. After adoption, new development will follow the updated

regulations.

10. List any government approvals or permits that will be needed for your proposal, if known.

City Council approval and Department of Commerce review

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The City of Lake Stevens is proposing amendments to Chapter 14.64 and 14.08 of the Lake Stevens Municipal Code. The proposed code amendments to LSMC 14.08 *Definitions* and Chapter 14.64 *Special Flood Hazard Areas and Regulatory Floodplain* are an update to the city's existing floodplain regulations that incorporate proposed changes from a 2015 FEMA audit for consistency with the Endangered Species Act (ESA). The proposed amendments affect properties abutting Lake Stevens and a portion of Catherine Creek inside city limits.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The amendments affect properties abutting Lake Stevens and portions of Catherine Creek, inside city limits, identified on the FIRM maps as Special Flood Hazard Area, Zone A.

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other:

The City of Lake Stevens' topography includes steep slopes, ravines, hilly and some flat land areas.

- b. What is the steepest slope on the site (approximate percent slope)?

Not applicable – This nonproject action affects all properties located within Special Flood Hazard Areas.

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any

agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

The city contains the following soil series:

- Tokul gravelly loam
- Mukilteo Muck
- Everett gravelly sandy loam
- Norma loam
- Urban Land
- Disturbed/Fill
- Winston gravelly loam
- Bellingham silty clay loam
- McKenna gravelly silt loam
- Rober silt loam
- Pastik silt loam
- Terric Medisaprist

The soils around Lake Stevens are primarily Tokul series with small areas of disturbed fill, Terric Medisaprist and Kitsap series. The soils around Catherine Creek are primarily Tokul series with smaller areas of Everett and Norma series.

d. Are there surface indications or history of unstable soils in the immediate vicinity?

☒ yes ☐ no

If so, describe.

The Land Capability Classification from the USDA Web Soil Survey shows soil types ranging from 2e to 7e. This index rates the suitability of soil for cultivation. This means some soil types in the city are potentially unstable depending on site conditions, such as soil depth, water content and may be susceptible to erosion without proper soil management. The Tokul, Winston, and Paskit series are most susceptible to erosion. The Bellingham, McKenna, and Pilchuck series may be unstable with excessive water.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Not applicable, this is a Non-project action

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Not applicable, this is a Non-project action

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Not applicable, this is a Non-project action

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Not applicable, this is a Non-project action

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Not applicable, this is a Non-project action

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Not applicable, this is a Non-project action

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

Not applicable, this is a Non-project action

3. Water

- a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names.

☒ yes ☐ no

If appropriate, state what stream or river it flows into.

The City of Lake Stevens has several bodies of water including Lake Stevens, Catherine Creek, Stevens Creek, Lundeen Creek, Stitch Lake and associated wetland complexes. Catherine Creek flows into Little Pilchuck Creek.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Not applicable, this is a Non-project action

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not applicable, this is a Non-project action

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Not applicable, this is a Non-project action

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

☒ yes ☐ no

If so, note location on the site plan.

The proposed regulations affect properties within Special Flood Hazard Area Zone A, depicted on the FIRMs for Lake Stevens, WA.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Not applicable, this is a Non-project action

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

Not applicable, this is a Non-project action

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not applicable, this is a Non-project action

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Not applicable, this is a Non-project action. However, many streams exist in the city and UGA that run into Lake Stevens and Catherine Creek eventually into the Little Pilchuck Creek. The storm drains collect water and discharge into various ditches and streams and eventually reach the lake or the Pilchuck River.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

Not applicable, this is a Non-project action

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

Not applicable, this is a Non-project action

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Not applicable, this is a Non-project action

4. Plants

- a. Check the types of vegetation found on the site:

The following vegetation types are found within the boundaries of the City of Lake Stevens:

- ☒ Deciduous tree: alder, maple, aspen, other
- ☒ Evergreen tree: fir, cedar, pine, other
- ☒ Shrubs
- ☒ Grass
- ☒ Pasture
- ☐ Crop or grain
- ☒ Wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ☒ Water plants: water lily, eelgrass, milfoil, other
- ☒ Other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?

Not applicable, this is a Non-project action

- c. List threatened and endangered species known to be on or near the site.

Not applicable, this is a Non-project action

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Not applicable, this is a Non-project action

- e. List all noxious weeds and invasive species known to be on or near the site.

Himalayan Blackberry, Holly and English Ivy are known to be present within the boundaries of the City of Lake Stevens. Other noxious weeds or invasive species may be present on a case-by-case basis.

5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

Birds: hawk, heron, eagle, songbirds, other: various picidae species, various corvidae species, various waterfowl species

Mammals: deer, bear, elk, beaver, other: raccoons, opossums, rodents

Fish: bass, salmon, trout, herring, shellfish, other: sculpin and stickleback

- b. List any threatened and endangered species known to be on or near the site.

- Lake Stevens - Puget Sound Coho salmon (*O. kisutch*) – Federal Species of Concern, and State Priority Species
- Streams - Puget Sound Steelhead (*O. mykiss*) – Federal Threatened Species
- Streams - Bull Trout (*S. confluentus*) – Federal Threatened Species

- c. Is the site part of a migration route? If so, explain.

☒ yes ☐ no

If so, explain.

The City of Lake Stevens is located within the Pacific flyway and salmonid migratory routes.

- d. Proposed measures to preserve or enhance wildlife, if any:

Not applicable, this is a Non-project action. However, the proposed regulations protect wildlife and habitat and comply with the Endangered Species Act.

- e. List any invasive animal species known to be on or near the site.

Grey squirrels are the only known invasive animal species within the boundaries of the City of Lake Stevens.

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Not applicable, this is a Non-project action

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

Not applicable, this is a Non-project action

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Not applicable, this is a Non-project action

7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

Not applicable, this is a Non-project action

- 1) Describe any known or possible contamination at the site from present or past uses.

Not applicable, this is a Non-project action

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

Not applicable, this is a Non-project action

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

Not applicable, this is a Non-project action

- 4) Describe special emergency services that might be required.

Not applicable, this is a Non-project action

- 5) Proposed measures to reduce or control environmental health hazards, if any:

Not applicable, this is a Non-project action

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Not applicable, this is a Non-project action

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Not applicable, this is a Non-project action

- 3) Proposed measures to reduce or control noise impacts, if any:

Not applicable, this is a Non-project action

8. Land and shoreline use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The city of Lake Stevens includes a variety of urban land uses including residential, commercial, office, industrial and public.

- b. Has the project site been used as working farmlands or working forest lands?

☒ yes ☐ no

If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

Some parcels within the city of Lake Stevens were likely used for agriculture in the past. Currently, some larger parcels include fruit trees and may still have farm animals. This is a non-project action and no farmland or forest land of long-term commercial significance exist within the city boundaries of Lake Stevens, therefore no tax status conversion is expected.

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

Not applicable, this is a Non-project action

- c. Describe any structures on the site.

There are a mix of residential, public, and commercial buildings within the City of Lake Stevens. There are docks and other types of in-water structures on Lake Stevens.

- d. Will any structures be demolished? If so, what?

Not applicable, this is a Non-project action. Demolition may occur at the time of development.

- e. What is the current zoning classification of the site?

Zoning districts around the lake, in the city, include Waterfront Residential (WR), Public/Semi-Public (PSP), and Local Business (LB). Zoning districts around Catherine Creek, in the city, include Light Industrial (LI), Urban Residential (UR) and Public/Semi-Public.

- f. What is the current comprehensive plan designation of the site?

Comprehensive Planning Designations around the lake, in the city, include Medium Density Residential (MDR), Public/Semi-Public (PSP) and Local Commercial (LC). Comprehensive Planning Designations along Catherine Creek, in the city, include Light Industrial (LI), Medium Density Residential (MDR) and Public/Semi-Public (PSP).

- g. If applicable, what is the current shoreline master program designation of the site?

The city's Shoreline Master Program has the following Environment Designations: Aquatic, Natural, High Intensity, Urban Conservancy, and Shoreline Residential.

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

☒ yes ☐ no

The proposed regulations amend the current floodplain regulations to better protect ESA species and their habitats and functions. The city of Lake Stevens includes a variety of critical areas including streams, wetlands, fish and wildlife habitat conservation areas, flood hazard areas and geologically hazardous areas.

- i. Approximately how many people would reside or work in the completed project?

Not applicable, this is a Non-project action

- j. Approximately how many people would the completed project displace?

Not applicable, this is a Non-project action

- k. Proposed measures to avoid or reduce displacement impacts, if any:

Not applicable, this is a Non-project action

- L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The proposed regulations will be consistent with the city's existing critical area, shoreline, and zoning regulations as well as FEMA regulations and the Endangered Species Act.

- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

There are no agricultural or forest lands of long-term commercial significance located within the city boundaries of Lake Stevens.

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Not applicable, this is a Non-project action

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Not applicable, this is a Non-project action

- c. Proposed measures to reduce or control housing impacts, if any:

Not applicable, this is a Non-project action

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Not applicable, this is a Non-project action

- b. What views in the immediate vicinity would be altered or obstructed?

Not applicable, this is a Non-project action

- c. Proposed measures to reduce or control aesthetic impacts, if any:

Not applicable, this is a Non-project action

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Not applicable, this is a Non-project action

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

Not applicable, this is a Non-project action

- c. What existing off-site sources of light or glare may affect your proposal?

Not applicable, this is a Non-project action

- d. Proposed measures to reduce or control light and glare impacts, if any:

Not applicable, this is a Non-project action

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

The City of Lake Stevens includes a variety of recreational facilities including the lake, city and county parks, schools, athletic fields, and the Centennial Trail.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

Not applicable, this is a Non-project action

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Not applicable, this is a Non-project action

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

The WA Dept. of Archaeology and Historic Preservation database shows two historical properties adjacent to Lake Stevens including the Grimm House a nationally registered historic place.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

Not applicable, this is a Non-project action

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Not applicable, this is a Non-project action.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

Not applicable, this is a Non-project action

14. **Transportation**

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The city of Lake Stevens includes several major roads including highways SR-9, SR-92, and SR-204. Major roads through the city include Vernon, Lundeen Parkways, 20th Street NE and 20th Street SE.

- b. Is the site or affected geographic area currently served by public transit?

☒ yes ☐ no

If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Community Transit of Snohomish County provides transit service to select areas of Lake Stevens.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

Not applicable, this is a Non-project action

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

Not applicable, this is a Non-project action

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

Not applicable, this is a Non-project action

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Not applicable, this is a Non-project action

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

Not applicable, this is a Non-project action

- h. Proposed measures to reduce or control transportation impacts, if any:

Not applicable, this is a Non-project action

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

Not applicable, this is a Non-project action

- b. Proposed measures to reduce or control direct impacts on public services, if any.

Not applicable, this is a Non-project action

16. Utilities

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:

☒ Electricity

☒ Natural gas

☒ Water

☒ Refuse service

☒ Telephone

☒ Sanitary sewer

☒ Septic system

☐ Other (list)

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Not applicable, this is a Non-project action

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: Melissa Place

Name of signee: Melissa Place

Position and Agency/Organization: Associate Planner - City of Lake Stevens

Date Submitted: 6/7/16

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The proposal is not likely to increase discharge to water; air emissions; production, storage, or release of toxic or hazardous substances, or production of noise. As noted, the proposed code amendments update the city's existing floodplain regulations and incorporate elements from the FEMA CAV Report to ensure consistency with the ESA.

Proposed measures to avoid or reduce such increases are:

The proposed regulations help protect ecological functions and address specific mitigation for possible development impacts.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposal is not likely to affect plants, animals, fish, or marine life as the current floodplain is highly developed. The proposed regulations will ensure consistency with the FEMA Model Ordinance and the Endangered Species Act; therefore, the new regulations will provide increased protection for plants, animals, fish, or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

The proposed regulations are intended to positively impact plants, animals, fish, or marine life by protecting and increasing the quality of habitat.

3. How would the proposal be likely to deplete energy or natural resources?

The proposal is not likely to deplete energy sources. All new development would be subject to the International Energy Code and all municipal code requirements.

Proposed measures to protect or conserve energy and natural resources are:

Any proposed development will be required to comply with applicable regulations to protect or conserve energy and natural resources.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposal aims to better protect floodplains and endangered species habitat.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Prior to development, projects will be required to follow all applicable federal, state, and local regulations to protect critical areas and cultural resources.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

As noted, the proposed code amendments update the city's existing floodplain regulations and incorporate elements from the FEMA model ordinance to ensure consistency with the Endangered Species Act.

Proposed measures to avoid or reduce shoreline and land use impacts are:

Any future development proposals within the special flood hazard area of Lake Stevens will be required to comply with the City's floodplain regulations.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposal is not likely to increase demands on transportation or public services and utilities.

Proposed measures to reduce or respond to such demand(s) are:

Any future development proposals will be required to submit a traffic impact analysis report and comply with applicable transportation, public service and utility requirements.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposal creates no known conflicts with local, state, or federal law. It is consistent with the City of Lake Stevens Comprehensive Plan, Shoreline Master Program, Snohomish County Countywide Planning Policies, and the Growth Management Act. Additionally, the proposed code amendments will comply with the Endangered Species, FEMA Model Ordinance, and Washington State Shoreline Management Act.



SEPA DETERMINATION OF NONSIGNIFICANCE

Issuance Date: June 10, 2016

Project Name (No.): City of Lake Stevens Floodplain Regulations Update

Proponent: City of Lake Stevens

Applicant: City of Lake Stevens
1812 Main Street / P.O. Box 257
Lake Stevens, WA 98258

Description of Proposal: The City of Lake Stevens is proposing amendments to Chapter 14.64 and 14.08 of the Lake Stevens Municipal Code. The proposed code amendments to LSMC 14.08 *Definitions* and Chapter 14.64 *Special Flood Hazard Areas and Regulatory Floodplain* are an update to the city's existing floodplain regulations that incorporate proposed changes from a 2015 FEMA audit for consistency with the Endangered Species Act (ESA). The proposed amendments affect properties abutting Lake Stevens and a portion of Catherine Creek inside city limits.

Project Location (including street address, if any): Within City Limits of Lake Stevens

Contact Person: Melissa Place, Associate Planner

Phone: (425) 377-3229

Threshold Determination: The City of Lake Stevens, acting as lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request. This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issuance.

SEPA Responsible Official:


Russ Wright, Community Development Director, City of Lake Stevens

Comments on the Threshold Determination: If you would like to comment on this Threshold Determination, your written comments should be sent to the address below by **June 24, 2016** (14 days from issuance). The Responsible Official may incorporate any substantial comments into the DNS. If the DNS is substantially modified, it will be reissued for further public review.

Appeals: You may appeal this determination of non-significance by submitting an appeal to the address below no later than 5:00 PM, **June 24, 2016** (14 days from issuance). The appeal must be in written form, contain a concise statement of the matter being appealed and the basic rationale for the appeal. A fee is required per the City's Fee Resolution. Please note that failure to file a timely and complete appeal shall constitute a waiver of all rights to an administrative appeal under City code. All comments or appeals are to be directed to City Hall, P.O. Box 257, Lake Stevens WA, 98258, Attn: Russ Wright.



Department of Commerce

Innovation is in our nature.

Notice of Proposed Amendment Request for Expedited Review

Pursuant to RCW 36.70A.106(3)(b), the following jurisdiction provides notice of a proposed development regulation amendment and requests expedited state agency review under the Growth Management Act.

Under statute, proposed amendments to comprehensive plans are not eligible for expedited review. The expedited review period is 10 business days (14 calendar days).

(If needed, you may expand this form and the fields below, but please try to keep the entire form under two pages in length.)

Jurisdiction:	City of Lake Stevens
Mailing Address:	1812 Main Street Lake Stevens, WA 98258
Date:	6/8/2016

Contact Name:	Melissa Place
Title/Position:	Associate Planner
Phone Number:	(425) 377-3229
E-mail Address:	mplace@lakestevenswa.gov

Brief Description of the Proposed/Draft Development Regulations Amendment: (40 words or less)	<i>The City of Lake Stevens is proposing amendments to Chapter 14.64 and 14.08 of the Lake Stevens Municipal Code. The proposed code amendments to LSMC 14.08 Definitions and Chapter 14.64 Special Flood Hazard Areas and Regulatory Floodplain are an update to the city's existing floodplain regulations that incorporate proposed changes from a 2015 FEMA audit for consistency with the Endangered Species Act (ESA). The proposed amendments affect properties abutting Lake Stevens and a portion of Catherine Creek inside city limits.</i>
Is this action part of the scheduled review and update? <i>GMA requires review every 8 years under RCW 36.70A.130(4)-(6).</i>	Yes: ____ No: <u> X </u>
Public Hearing Date:	Planning Board/Commission: July 6, 2016 Council/County Commission: July 12, 2016

Proposed Adoption Date:	July 12, 2016
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REQUIRED: Attach or include a copy the proposed amendment text or document(s).
We do not accept a website hyperlink requiring us to retrieve external documents.
Jurisdictions must submit the actual document(s) to Commerce. If you experience difficulty, please contact reviewteam@commerce.wa.gov.



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

June 8, 2016

Melissa Place
Associate Planner
City of Lake Stevens
1812 Main Street
Post Office 257
Lake Stevens, Washington 98258-0257

Dear Ms. Place:

Thank you for sending the Washington State Department of Commerce (Commerce) the following materials as required under RCW 36.70A.106. Please keep this letter as documentation that you have met this procedural requirement.

City of Lake Stevens - Proposed amendments to Chapter 14.64 and 14.08 of the Lake Stevens Municipal Code. The proposed code amendments to LSMC 14.08 Definitions and Chapter 14.64 Special Flood Hazard Areas and Regulatory Floodplain are an update to the city's existing floodplain regulations that incorporate proposed changes from a 2015 FEMA audit for consistency with the Endangered Species Act (ESA). The proposed amendments affect properties abutting Lake Stevens and a portion of Catherine Creek inside city limits. These materials were received on June 08, 2016 and processed with the material ID # 22487. Expedited Review is requested under RCW 36.70A.106(3)(b).

If this submitted material is an adopted amendment, then please keep this letter as documentation that you have met the procedural requirement under RCW 36.70A.106.

If you have submitted this material as a draft amendment requesting expedited review, then we have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce may deny expedited review and the standard 60-day review period will end on August 07, 2016. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than June 22, 2016. Please remember to submit the final adopted amendment to Commerce within ten (10) days of adoption.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Dave Andersen (509) 434-4491.

Sincerely,

Review Team
Growth Management Services

From: [COM GMU Review Team](#)
To: [Melissa Place](#)
Cc: [Andersen, Dave \(COM\)](#)
Subject: 22487, City of Lake Stevens, Expedited Review Granted, DevRegs
Date: Monday, June 27, 2016 7:17:00 AM

Dear Ms. Place:

The City of Lake Stevens has been granted expedited review for the: Proposed amendments to Chapter 14.64 and 14.08 of the Lake Stevens Municipal Code. The proposed code amendments to LSMC 14.08 Definitions and Chapter 14.64 Special Flood Hazard Areas and Regulatory Floodplain are an update to the city's existing floodplain regulations that incorporate proposed changes from a 2015 FEMA audit for consistency with the Endangered Species Act (ESA). The proposed amendments affect properties abutting Lake Stevens and a portion of Catherine Creek inside city limits. This proposal was submitted for the required state agency review under RCW 36.70A.106.

As of receipt of this email, the City of Lake Stevens has met the Growth Management Act notice to state agency requirements in RCW 36.70A.106 for this submittal. For the purpose of documentation, please keep this email as confirmation.

If you have any questions, please contact reviewteam@commerce.wa.gov

Thank you.

Review Team, Growth Management Services
Department of Commerce
P.O. Box 42525
Olympia WA 98504-2525

ATTACHMENT 5



NOTICE OF PUBLIC HEARING Lake Stevens Planning Commission

Land Use Regulations Related to Floodplain Development

The Lake Stevens Planning Commission is scheduled to conduct a public hearing on July 6, 2015 at 7:00 PM to consider the proposed regulations for revisions to the city's floodplain regulations (LUA2016-0084) at the Lake Stevens Community Center (1808 Main Street). ADA information may be found at www.lakestevenswa.gov.

The scope of the project is to amend land use regulations, as part of the Lake Stevens Municipal Code, which resolve the deficiencies found by a 2015 Community Assistance Visit Report by the Department of Ecology (DOE) and representatives from the Federal Emergency Management Agency (FEMA) and National Marine Fisheries Service (NMFS).

The proposed revisions to the floodplain regulations are available at the Permit Center and on the city's website (www.lakestevenswa.gov).

Interested Parties can direct questions or provide written comments to the Department of Planning and Community Development Attn: Melissa Place at 1812 Main Street (PO Box 257), Lake Stevens, WA 98258 or by calling (425) 377-3229, prior to the hearing. Public testimony on the proposed regulations may be submitted orally at the hearing.

From: Melissa Place
To: "CED@arlingtonwa.gov"; "dkoenig@marysvillewa.gov"; "agemmer@marysvillewa.gov"; "cholland@marysvillewa.gov"; "dennison@snohomishwa.gov"; "eldem@ci.snohomish.wa.us"; "M.McCrary@co.snohomish.wa.us"; "misty.terry@snoco.org"; "cindy@snoqualmiation.com"; "ryoung@tulaliptribes-nsn.gov"; "kfinley@tulaliptribes-nsn.gov"; "knelson@tulaliptribes-nsn.gov"; "reviewteam@commerce.wa.gov"; "Kate.Tourtellot@commtrans.org"; "dahp.separeview@dahp.wa.gov"; "efheinitz@doc1.wa.gov"; "Kelly.Cooper@doh.wa.gov"; "kmclain@agr.wa.gov"; "sepacenter@dnr.wa.gov"; "separegister@ecy.wa.gov"; "sposner@utc.wa.gov"; "Reichgott.Christine@epamail.epa.gov"; "randy.kline@parks.wa.gov"; "info@psp.wa.gov"; "imiller@psrc.org"; "Terri.Sinclair-Olson@dshs.wa.gov"; "marane.a.brenne@usace.army.mil"; "brockdwb@dfw.wa.gov"; "sepadesk@dfw.wa.gov"; "Jamie.Bails@dfw.wa.gov"; "Ramin.Pazooki@wsdot.wa.gov"; "RodmanS@wsdot.wa.gov"; "John_Warrick@cable.comcast.com"; "info@snoedc.org"; "rockinw1@frontier.com"; "kristin@futurewise.org"; "rmarshall@lsfire.org"; Robert Stanton; "jdix@lkstevenssewer.org"; "mbowers@lkstevenssewer.org"; "tchristoffersen@lkstevenssewer.org"; "jbaisch@lkstevenssewer.org"; "superintendents_office@msvl.k12.wa.us"; "mpattison@MBAKS.COM"; "david.matulich@pse.com"; "mewicklund@snopud.com"; "mgstevens@snopud.com"; "kplemel@shd.snohomish.wa.gov"; "paul.sjunnesen@sno.wednet.edu"; "David.Radabaugh@ecy.wa.gov"
Subject: SEPA DNS for Code Amendments to Lake Steven's Floodplain Regulations
Date: Friday, June 10, 2016 9:40:00 AM
Attachments: [image001.png](#)
[FEMA2016_SEPA_Non-Project_Checklist.pdf](#)
[FEMA2016_SEPA_DNS.pdf](#)

Good morning,

The City of Lake Stevens is processing code amendments to its floodplain regulations as recommended by DOE in a 2015 CAV Report. Please find a DNS and SEPA checklist attached. Please review these materials and notify me if you have any questions or comments concerning this project.

Thank you in advance for your review, and please don't hesitate to contact me if I can provide additional information.

Sincerely, Melissa

Melissa Place, Associate Planner

City of Lake Stevens | Planning & Community Development

1812 Main Street | PO Box 257

Lake Stevens, WA 98258-0257

425.377.3229 | mplace@lakestevenswa.gov





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: July 12, 2016

Subject: Fees Resolution 2016-12

Contact Barb Stevens, Finance Director

Budget none

Person/Department: Russ Wright, Community Development Director

Impact: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Adopt Resolution 2016-12 adjusting fees for city licenses, permits and other services.

BACKGROUND:

The city periodically adjusts fees for licenses, permits and other services by resolution to ensure city costs are appropriate.

DISCUSSION:

Staff is recommending that Council adopt Resolution 2016-12 setting fees for 2016. The following list highlights the proposed fee adjustments.

1. *Section 1A adds language allowing fee refunds on a case-by-case basis. This change matches actual policy.*
2. *Table A has been updated to add:*
 - a. *A new section setting fees for Concessions on public properties;*
 - b. *Revises Design Review fees to be consistent across application types;*
 - c. *Impact Fee Adjustment / Deferral application fee; and*
 - d. *Manufacturing Tax Exemption Fee.*
3. *Section 3 is updated to reflect 2015 International Code References and adds:*
 - a. *Adds footnote to Section 3C for Basic Plan Review; and*
 - b. *Updates Table B2 to include Basic Plan Review fees (the city has formalized its process for reviewing basic house plans – basic house plans are repeated houses within subdivisions); and*
 - c. *Retaining wall review changed to 1-hour minimum.*
4. *Section 4 is amended to repeal charges for sewer charges, except for Grade Road Basin charges, which are city recovery fees (latecomer fees) for capital improvements.*
5. *Section 5 Table D updates animal licensing fees.*
6. *Section 6 Table E has been amended:*
 - a. *Repeals police records research fee.*
 - b. *Increases parking fee to cover court cost*
7. *Section 7 Table F – Miscellaneous Fees adds:*
 - a. *Deposit fee requirements for public records copies; and*
8. *Section 8 Table G adds key replacement fee and updates footnotes for rental fees.*

9. *Section 9 Table H updates shelter rental fees.*

10. *Section 10 Table I amends utility fee for low income senior and footnotes.*

APPLICABLE CITY POLICIES:

LSMC 14.04.020 Fees allows for reasonable fees to be collected sufficient to cover costs, and establish by resolution.

BUDGET IMPACT:

N/A

ATTACHMENTS:

- Exhibit A: Resolution 2016-12 Adopting Rates, Fees and Deposits

CITY OF LAKE STEVENS
Lake Stevens, Washington

RESOLUTION NO. 2016-12

A RESOLUTION REPEALING RESOLUTION NO. 2015-08 AND ADOPTING AMOUNTS FOR THE RATES, FEES, AND DEPOSITS FOR VARIOUS SERVICES PROVIDED AND ACTIONS PERFORMED BY THE CITY AND FINES LEVIED AGAINST CODE VIOLATORS, TO INCLUDE NEW LAND USE FEES FOR SERVICES ACTIONS OR PERMITS

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution, and;

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS: Resolution No. 2016-08 is hereby repealed and the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted:

Section 1. Fees and Deposits-General.

- A. **Fees.** Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain Fees are ~~may non-refundable~~ refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. **Payment Due.** Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.
- C. **Late Payment Penalties.** If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. **Waivers.** Upon petition by the applicant, the City Council may waive any of the fees or portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm.
- E. **Concurrent Applications.** Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

Section 2. Land Use Fees. Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney fees may be recovered for specific projects. (Note: "X.XX" number refers to Use Category from Title 14 Table of Permissible Uses.)

Table A: Schedule of Land Use Fees

Action/Permit/Determination	Fee (\$)
ADMINISTRATIVE APPROVALS/DETERMINATIONS – TYPE I REVIEW	
Administrative Modifications	450
Adult Family Home	325
Boundary Line Adjustments	1,000
Changes of Use	Included in Business License Fee
Code Interpretations	150
Floodplain Development Permit when no Shoreline Exemption is required_(may also require SEPA and critical area review fees)	150
Grading Permits (less than or equal to 100 cubic yards)	375
Home Occupations	Reviewed as part of business license
Lot Line Consolidation	500
Pasture/Waste Management Plan (LSMC 5.18.040)	
Plan Review Fee	75
Subsequent Plan Modification Review	75/hour
Reasonable Use Exceptions	200+critical areas review
Temporary Use	
Temporary Residence (1.700)	125
Temporary Mobile/Modular Public Structures (15.500) in any zone	100
Temporary Structures (23.000)	200
ADMINISTRATIVE CONDITIONAL USE PERMITS (formerly Special Use Permits) (Grading > 100 cubic yards)	
Basic Review & administrative decision	1,000
If hearing called for in addition to previous costs)	Hearing Examiner cost
ANNEXATIONS	
Submission of 10% Petition	0
Submission of 60% Petition	0
If it goes to BRB hearing	0
ATTORNEY FEES	
	Applicant pays actual cost charged City plus 35 Administrative fee
APPEALS PER TITLE 14	
To City Council	350
To Hearing Examiner	350+Hearing Examiner cost
To Shoreline Hearings Board	75/hr
BINDING SITE PLANS	
	6,000
Revision	1,000
BUOY OR MARKER PERMIT (PRIVATE) (Per LSMC 10.16.070)	
Initial Application Review	105
Private buoy or marker permit (annual) (LSMC 10.16.070)	75
CODE ENFORCEMENT – NOTICE OF VIOLATION (Per Ch. 17.20 LSMC)	
Filing Fee to Request Contested Hearing	350
Filing Fee to Request Mitigation Hearing	350

CITY OF LAKE STEVENS

RESOLUTION NO. 2016-12

Action/Permit/Determination	Fee (\$)
Hearing Examiner Hearing (except for initial open record hearing per LSMC 17.20.080(d))	Hearing Examiner cost
COMPREHENSIVE PLAN AMENDMENTS (including area-wide-rezones)	
Minor Amendment (annual cycle)	2,400
Major Amendment (5-year cycle)	3,500
CONCESSIONS	
<u>Background Check</u>	<u>15</u>
<u>Concession Agreement Review/Administration</u>	<u>150</u>
<u>Damage and Litter Deposit (refundable at end of contract)</u>	<u>100</u>
<u>Lease Rate</u>	<u>5% of gross revenue</u>
CONDITIONAL USE PERMITS	3,500+ Hearing Examiner cost
CONSTRUCTION PLAN APPROVAL	
Residential developments 1-9 units	1,500 + 100 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Residential developments 10 or more units	1,500 + 150 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Commercial and/or non-residential developments	2,000 for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
CONSULTANT FEES (when applicable)	Applicant pays actual cost charged City plus 35 Administrative fee
CRITICAL AREA REVIEW	Applicant pays actual cost charged City plus 35 Administrative fee
DESIGN REVIEW	
Design Review – Administrative Decision	450
Design Review – without other permit – Design Review Board	750

CITY OF LAKE STEVENS

RESOLUTION NO. 2016-12

Action/Permit/Determination	Fee (\$)
Design Review —with other permit— Design Review Board	300 450
DEVELOPMENT AGREEMENT	1,400
EDDS DEVIATION REQUEST	150 for first two hours + 75 per hour for each additional hour of staff time
ESSENTIAL PUBLIC FACILITIES (in addition to conditional use permit fees)	
Essential Public Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
Secure Community Transition Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
EVENT PERMITS	
Event Level1	75
Event Level 2	225
Event Level 3	300
Event Level 4	1,050
Event Level 4 Deposit	80% of City estimated cost for City services
Event Expedited Review Fee	100
Boat Launch Closure	100/day
Recycle Containers	10/unit deposit 35/unit replacement fee for unreturned or damaged units
FIREWORKS PERMITS	
Fireworks Display	250
Fire Works Stand	100
IMPACT FEES	
Park Mitigation	
Single Family Residence and Apartments with 3+ bedrooms	2,363/dwelling
Duplex and Apartments with 2 bedrooms	1,733/dwelling
Apartments with 0-1 bedrooms	1,103/dwelling
School Mitigation	
Detached Single Family Residence	4,680/dwelling
Duplex/Apartment/Townhouse with 2 or more bedrooms	2,532/dwelling
Duplex/Apartment/Townhouse with 1 or fewer bedrooms	0
Traffic Mitigation	
Traffic Impact Zone 1	2,039/PM Peak Hour Trip
Traffic Impact Zones 2 & 3	2,917/PM Peak Hour Trip
<u>Impact Fee Adjustment/Deferral Application</u>	<u>150</u>
LAND USE CODE AMENDMENTS	3,000
MISCELLANEOUS ACTIONS/ITEMS	
<u>Manufacturing Tax Exemption Application</u>	<u>500</u>
Permit Extension	150
Public Notice Signs Rental Fee	50
Security Administration Fee, per each security	100
Sign Non-Return Charge – If not returned within 7 days of permit approval	10/sign
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	Equal to cost of purchasing & planting trees as per applicant

CITY OF LAKE STEVENS

RESOLUTION NO. 2016-12

Action/Permit/Determination	Fee (\$)
	submitted report prepared by certified arborist or landscape designer/contractor
MISCELLANEOUS TASKS	
Miscellaneous Engineering Review (e.g., storm drainage plans for Single-Family Residential & Duplexes, drainage studies, etc.)	75/hr
Miscellaneous Research or other staff time	75/hr
PARK PERMITS	
Park Permit without Picnic Shelter	35
Park Permit is included if Picnic Shelter is rented	0
PLANNED NEIGHBORHOOD DEVELOPMENTS	3,500+Hearing Examiner cost
PRE-APPLICATION CONFERENCE FEE (\$400 credited toward application fee over \$1,000 upon submittal of said application if received within 12 months from date of pre-application conference.)	
Without Consultant Review	400
With Requested Consultant Review (e.g., critical areas consultant, etc.)	400+Consultant fees
RECONSIDERATION OF DECISION by:	
Planning Director	200
Design Review Board	200
City Council	200
Hearing Examiner	100+Hearing Examiner cost
RECORDING FEES	At cost (paid directly to Snohomish County)
REZONES - ZONING MAP AMENDMENTS	
Rezone Minor	500+Hearing Examiner cost
Rezone Major	1,000+Hearing Examiner cost
Area-wide Rezones	See Comprehensive Plan Amendments fee
Action/Permit/Determination	Fee (\$)
RIGHT-OF-WAY	
Right-of-Way Permit	
Individual Residential (outside roadway improvements)	50
All Others	200
Right-of-Way Vacation	1,000
Road Cuts (required only for pavement cuts where roadway overlay is not required by City)	2 per square foot
SEPA REVIEW (does not include critical areas review, which is a separate fee)	
Planned Action Project Certification Review including SEPA Checklist	750
Review of SEPA Checklist	750
Review of requested studies	75/study per hour 2 hour minimum
Review of requested traffic studies	75 per hour 2 hour minimum
Review of requested drainage studies	75 per hour 2 hour minimum
Environmental Impact Statement (EIS)	75 per hour 10 hour minimum
Addendum	300
SEPA Appeals (to Hearing Examiner)	150+Hearing Examiner cost
SHORELINE PERMITS (may also require SEPA and critical area review fees)	

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Action/Permit/Determination	Fee (\$)
Shoreline Conditional Use	1,500+Hearing Examiner cost
Shoreline Exemption	200
Shoreline Exemption with Floodplain Development Permit	300
Shoreline Substantial Development	+Hearing Examiner if requested by public
Related to Single Family Residence	500
Related to Multifamily Residence or Commercial Property	1,500
Related to Subdivision	2,000
Other	2,500
Shoreline Variance	1,500+Hearing Examiner
SIGN PERMITS	
Sign Permit	150+50/sign
Master Sign Program Permit	450
SUBDIVISIONS (1-9 lots – Short Plat; more than 9 lots – Plat)	
Preliminary Short Plat	4,320
Final Short Plat	765
Short Plat Alteration	1,225
Short Plat Vacation	1,225
Preliminary Plat	10,030
Final Plat	1,565 + 100 per lot or unit + Survey Consultant Review cost
Plat Alteration	1,600
Plat Vacation	1,600
Street Signs (per Manual on Uniform Traffic Control Devices)	Purchased & installed by applicant per code & consistent with MUTCD
VARIANCE (Hearing Examiner review)	1,100+Hearing Examiner cost
ZONING CERTIFICATION LETTER	150

Section 3. Building Permit Fees. (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from:
1. 20092015 edition of the International Building Code (IBC)
 2. 20092015 edition of the International Residential Code (IRC)
 3. 20092015 edition of the International Mechanical Code including the 20092015 International Fuel Code, 2008 National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and 20092015 National Fire Protection Association 54 (National Fuel Gas Code)
 4. 20092015 edition of the Uniform Plumbing Code
 5. Washington State Barrier Free Regulations (Title 51 WAC)
 6. Current edition of the Washington State Energy Code
 7. 20092015 edition of the International Fire Code
 8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

Table 1A: Building Permit Fees

Total Valuation	Fee
\$1.00 to \$499.99	\$23.50
\$500.00 to \$1,999.99	\$23.50 for the first \$499.99 plus \$3.05 for each additional \$100, or fraction thereof, up to and including \$1,999.99.
\$2,000.00 to \$24,999.99	\$69.25 for the first \$1,999.99 plus \$14 for each additional \$1,000, or fraction thereof, up to and including \$24,999.99.
\$25,000.00 to \$49,999.99	\$391.25 for the first \$24,999.99 plus \$10.10 for each additional \$1,000, or fraction thereof, up to and including \$49,999.99.
\$50,000 to \$99,999.99	\$643.75 for the first \$49,999.99 plus \$7.00 for each additional \$1,000, or fraction thereof, up to and including \$99,999.99.
\$100,000 to \$499,999.99	\$993.75 for the first \$99,999.99 plus \$6.50 for each additional \$1,000, or fraction thereof, up to and including \$499,999.99.
\$500,000 to \$999,999.99	\$3,233.75 for the first \$499,999.99 plus \$4.75 for each additional \$1,000, or fraction thereof, up to and including \$999,999.99.
\$1,000,000 and up	\$5,608.75 for the first \$999,999.99 plus \$3.65 for each additional \$1,000, or fraction thereof.

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C. Plan Review Fees:

Residential:

- New construction & additions: 65% of permit fee using Table 1A
- Repairs & Alterations: \$75.00 per hour (min. 1 hour)
- Basic House Plan Review – see Table B2

Commercial:

- New construction & additions: 85% of permit fee using Table 1A
- Tenant Improvements (TI) & Alterations: 85% of permit fee using Table 1A **OR** \$75.00 per hour (min. 1 hour) as determined by the building official
- Plumbing & mechanical: 25% of permit fee or City's hourly rate of \$75.00 per hour (min. 1 hour)

D. Fire Department Commercial Plan Review.

New or Tenant Improvement Building Permits – Applies to all Occupancies except Groups R-3 and U

Construction Valuation		Fee
From:	To:	
\$0	\$1,000	\$30
\$1,001	\$5,000	\$115
\$5,001	\$10,000	\$175
\$10,001	\$20,000	\$200
\$20,001	\$45,000	\$260
\$45,001	\$100,000	\$315
\$100,001	\$250,000	\$430
\$250,001	\$500,000	\$545
\$500,001	\$1,000,000	\$690
\$1,000,001	\$1,500,000	\$775
\$1,500,001	\$2,000,000	\$835
>\$2 million		\$865 plus \$55 per \$500,000 (prorated over \$2 million)

E. Other Inspections and Fees:

See Section II Tables D and E for Sprinkler and Alarm fees.
Inspections outside of normal business hours: \$75/ hour, 2 hour minimum.
Reinspection fees assessed at \$75 per hour (1 hour minimum).
Penalty for commencing work prior to permit issuance: Double permit fee.
Inspections for which no fee is specifically indicated: \$75 /hour (1/2 hour minimum).
Additional plan review required by changes, additions or revisions to plans: \$75/hour.
For use of outside consultants for plan checking and inspections, or both: Actual Costs

F. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:

Table B2: Schedule of Miscellaneous Building Permit Fees

Permit	Fee (\$)		
	Permit	Plan Check	Total
Accessory Structures	Valued as Utility (BVD) See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
<u>BASIC HOUSE PLAN REVIEW</u>			
<u>Initial Plan</u>	<u>See table 1A</u>		
<u>Set-up fee</u>			<u>200</u>
<u>Basic Plan</u>		<u>20% of permit fee per Table 1A</u>	<u>Per Table 1A</u>
State Building Code fee (each permit)	\$4.50		\$4.50
Each additional residential unit (per RCW 19.27.085)	\$2.00		\$2.00
Deck	Valued at: \$15/sq.ft. – uncovered \$17/sq.ft. – covered See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Demolition	\$75		\$75
Dock	Valued at: \$30/sq.ft. See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Fence/Retaining Wall	\$75	\$75/hr (1 1/2 hr min)	\$75 + plan check fee
Manufactured Home Placement ((& Skirting))	\$225		\$225
Certificate of Occupancy	\$100		\$100
Reroof:			
Residential	\$40.00		\$40.00
Residential with sheathing	\$90.00		\$90.00
Commercial	Refer to Table1A	Same as Commercial TI	Permit fee + plan check fee
Adult Family Home	\$150		\$150
Re-inspection	\$75		\$75

BVD = Building Valuation Data, August 2012, International Code Council

Table B3: Mechanical and Plumbing Fees

Mechanical Fees		Plumbing Fees	
Mechanical Permit	35.00	Plumbing Permit	35.00
AC unit < 100,000k	20.00	Back Flow Preventer	10.00
AC unit 100,000k – 499,999 k	30.00	Bathtub	10.00
AC unit 500,000k and up	40.00	Commercial Dishwasher	15.00
Air Handlers <10,000 CFM	13.00	Drinking Fountain	10.00
Air Handlers 10,000 CFM and up	23.00	Floor Sink or Drain	10.00
Boilers	15.00	Grease Interceptor	50.00

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Mechanical Fees		Plumbing Fees	
Commercial Incinerator	30.00	Grease Traps	10.00
Condensers	20.00	Hose Bibs	10.00
Domestic Incinerator	20.00	Ice Makers	10.00
Duct Work	15.00	Kitchen Sink	10.00
Evaporative Cooler	15.00	Laundry Tray	10.00
Forced Air System <100,000 BTU	18.00	Lavatory	10.00
Forced Air System 100,000 or more BTU	24.00	Lawn Sprinkler System	10.00
Gas Clothes Dryer	15.00	Medical Gas 1- 5	50.00
Gas Piping 1 – 4 Outlets	11.00	Medical Gas, for each one over five	10.00
Additional Outlets	1.00	Mop Sink	10.00
Heat Exchanger	15.00	Other	10.00
Heat Pump	15.00	Pedicure Chair	10.00
Manf. Fireplace/ Log Lite	18.00	Reclaimed Water System	40.00
Misc. Appliance	15.00	Residential Dishwasher	10.00
Range Hood – Residential	15.00	Roof Drains	10.00
Range Hood – Commercial	150.00	Shower	10.00
Refrigeration Unit <100K	20.00	Specialty Fixtures	10.00
Refrigeration Unit 100K – 499K	30.00	Supplemental Permit	15.00
Refrigeration Unit 500K and up	40.00	Testing of Reclaimed Water System	30.00
Relocation Repair	15.00	Urinal	10.00
Stove Appliance	15.00	Vacuum Breakers 1- 5	10.00
Supplemental Permit	15.00	Vacuum Breakers, for each one over five	2.00
Vent Systems	15.00	Washing Machine	10.00
Vent w/o Appliance	10.00	Waste Interceptor	10.00
Ventilation Fans	10.00	Water Closet	10.00
Wall/Unit Heaters	20.00	Water Heater	15.00

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Mechanical Fees		Plumbing Fees	
Water Heater	15.00	Water Service	10.00
Wood Stoves	18.00		

Section 4. Sewer Fees. Fees for various services, actions, and permits regarding sewerage, sewerage, are established, maintained, and collected by Lake Stevens Sewer District, with the exception of Grade Road Charges as per LSMC Titles 6 and 14, shall be as listed in Table C (below).

Table C: Schedule of ~~Sewer Service Rates, Fees, and Fines~~
Grade Road Sewer Charges

<u>Service/Action</u>	<u>Fee/Fine \$</u>
<u>Grade Road Basin Charge</u>	<u>1,080 per residential unit or equivalent within Grade Road Basin per LSMC 6.16.100</u>
<u>Grade Road Frontage Charge*</u>	<u>6,280 per residential unit or equivalent fronting Grade Road Sewer Main Extension per LSMC 6.16.100</u>
<u>*Units subject to Grade Road Frontage charge are also subject to Grade Road Basin Charge</u>	

<u>Service/Action</u>	<u>Fee/Fine (\$)</u>
<u>Sewer Disconnection Inspection – Capping</u>	<u>125</u>
<u>Sewer Re-Connection – Uncapping</u>	<u>125</u>
<u>Side Sewer Permit Fee</u>	
<u>Single family dwelling units</u>	<u>250</u>
<u>Duplex</u>	<u>375</u>
<u>Tri-plex</u>	<u>500</u>
<u>Multiple Units 4+ (apartments & condos)</u>	<u>250 for the first unit served, next 3 units 125 each. Sequence restarts with 5th unit.</u>
<u>Commercial or industrial buildings</u>	<u>250 for the first unit served, next 3 units 125 for each additional separate leasable area. Sequence restarts with 5th unit.</u>
<u>Modifications or additions to an existing side sewer servicing a building where such modification or addition is done entirely on private property</u>	<u>125 each</u>
<u>Local Facilities Charge</u>	
<u>Sewer stub permit (except in case below)</u>	<u>3,530 each</u>
<u>No stub provided by District</u>	
<u>Exception per Developer Extension Agreement or through ULID Agreement. Stub extension is subject to reimbursable.</u>	<u>Check with Lake Stevens Sewer District</u>
<u>Illegal connections to District sewer system</u>	<u>1000 fine and 100 per day</u>
<u>Sewer Connection Charges</u>	<u>6,850 per residential unit or equivalent</u>

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Service/Action	Fee/Fine (\$)
<p>Grade Road Basin Charge</p> <p>Grade Road Frontage Charge*</p> <p>The Grade Road Basin and Frontage Charges shall be updated with interest annually in January of each year with the current State Investment Pool rate until January 1, 2015[RW1].</p> <p>General Facilities (except some properties in ULID 70-1)</p> <p>General Facility Reimbursable Fee per Developer Extension Agreement</p> <p>Administrative Fee for processing sewer assessment agreements</p>	<p>1,080 per residential unit or equivalent within Grade Road Basin per LSMC 6.16.100</p> <p>6,280 per residential unit or equivalent fronting Grade Road Sewer Main Extension per LSMC 6.16.100</p> <p>*Units subject to Grade Road Frontage charge are also subject to Grade Road Basin Charge</p> <p>6,850 per residential unit or equivalent</p> <p>May be applicable on a basin to basin case. Check with Lake Stevens Sewer District.</p> <p>1,100</p>
<p>Monthly Sewer Service Rate (LSMC 6.20.020)</p> <p>Except grandfathered qualified Low Income Senior Citizens and Low Income Disabled Persons.</p>	<p>.65/unit for the first 900 ft³ of water consumption/unit 7.22/100 ft³ (or part thereof) of water consumption/unit over 900 ft³</p>
<p>Late Payment Charge (effective 1/1/97)</p> <p>If the monthly sewer service charge is not received by the District on or by the last calendar day of the month there will be assessed a 10% late charge on the current month's outstanding charges and 8% annum interest charge on the total outstanding balance.</p>	
<p>Lien Fee</p> <p>The fee for filing/releasing liens shall include the cost set by the Snohomish County Auditor's Office plus District administrative fee.</p>	<p>County Fee + 35</p>
<p>Collection of delinquent accounts</p> <p>The fee shall be set by the collection agency</p> <p>Foreclosure (attorney and administrative fees)</p>	<p>2,500</p>

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Section 5. Animal Code Fees. Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
Dog/Cat License: <ul style="list-style-type: none"> Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime Each dog or cat neutered or non-neutered, lifetime Senior Citizen (defined as being 62 years of age or older) owners, lifetime Service and guide dogs, lifetime <u> </u> Duplicate license for lost or destroyed dog/cat tag <u> </u> Duplicate license - Senior Citizen owners and Service/Guide Dogs Other Code Violations: <ul style="list-style-type: none"> First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. 	<p>Free</p> <p>20</p> <p>Free</p> <p>Free</p> <p>4</p> <p>Free</p>
Impound Fees for Cost Recovery: <ul style="list-style-type: none"> <u> </u> Dogs and cats (at police kennel) <u> </u> Animals <u> </u> <u> </u> - Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements. <u> </u> Animals <u> </u> - Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred. 	<p>25</p> <p>30</p> <p></p> <p></p> <p></p> <p>30</p> <p></p> <p>Varies</p>
Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees	

Section 6. Miscellaneous Police Fees. Fees for various Police services, actions, and permits shall be as listed in Table E.



Table E: Schedule of Miscellaneous Police Fees & Fines

Permit/Action/Service	Fee (\$)
Fingerprinting:	
1. For Concealed Pistol Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
Lamination Services – Concealed Pistol Licenses	3.50
Boat Launch Parking Fees and Fine:	
1. Daily	5
2. Annual Permit	75
3. Low-income Seniors (defined as being 62 years of age or older)	40
4. Failure to pay fee (50% reduction if paid within 24 hours)	40
5. Current Washington State Fishing License decal affixed to vehicle	Free
DUI cost recovery:	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
False Alarm Fees:	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
Impound Fees for Cost Recovery:	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
Fine for parking:	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	4050
2. Fine if paid within 24 hours	2025
Off-duty Officer:	Refer to current billable rate schedule
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
Special Event Services Deposit: (For special planned events that require additional police services)	\$100 per hour of event with one hour minimum
Letters for search of local criminal justice data bases	10
Police records research, 1 hour minimum, billed in ½ hr increments, paid in advance	Rate effective beginning: 1/1/10 61.00/hr
Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee	25

Section 7. Miscellaneous Fees. Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
Public Works :	Refer to current billable rate schedule
Hourly Rate for Service for Non-profits	
Hourly Rate for Service for others (includes a 15% administrative fee)	
Business Licenses: [RW2]	
- Non-refundable Adult Entertainment (Cabaret) application Fee	100
- Adult Entertainment (Cabaret) Establishment (annual)	500
- Adult Entertainment (Cabaret) Establishment Manager/ Entertainer (annual)	50/person
- Business License Registration – Application	40
- Business License Registration – Annual Renewal	25
- Temporary business license	40
- Renewal	5
- Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol application fee. License expires one year from date of application.)	75 for the 1 st three employees, and \$10 for each additional employee
- Live music and/or dance entertainment (annual)	50
- Games (annual)	50
- Pawnbroker and Second Dealers (annual)	500
- Washington State Department of Licensing's Master License Service	Currently New Application \$15 Renewal \$9
- Business license handling fee (fees shall be automatically amended by the State)	
Duplication of Public Records: (postage/delivery costs extra)	
- In-house Copying of City documents for the public	15¢/page/side first \$2 charge is free
- In-house Copying of City documents to pdf when original document is not in electronic format	10¢/page/side first \$2 charge is free \$1 extra for copy to CD
- In-House duplication of City documents to CD, such as Comprehensive Plan, Lake Stevens Municipal Code Title 14, Urban Design Standards, Engineering Design and Development Standards, etc.	10/CD
- Documents or CDs printed by outside party	Actual cost to reproduce (minimum deposit required)
- Maps - Duplication of maps less than 11"X17"	2
- Maps - Duplication of maps greater than 11"x17"	6
- Special requests for plotted maps, aerials, plans, etc. (each)	12
- Audio cassette recordings of meetings: Duplicated by staff Duplicated by outside party	1/tape/disc Actual cost to reproduce
- Color photos (cost to reproduce)	40¢

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Permit/Action	Fee or Fine (\$)
<ul style="list-style-type: none"> - Duplication of all other types of City media (i.e., photographs, audio/video tapes, blueprints) shall include the cost of duplication, postage/delivery costs, and actual staff time - Certified copy of a public record 	\$5 for 1 st Page and \$1 each after the 1 st Page
Dishonored Check Fine (in payment of City services)	35
Passports (fees shall be automatically amended by U.S. Dept. of State)	Consistent with effective federal changes
Age 16 and Over	Passport Fee 110 Execution Fee 25
Under Age 16	Passport Fee 80 Execution Fee 25
Passport Photos	\$16.00/set including sales tax

Section 8. Community Center Rental Fees. Fees for renting the City's Community Center shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount (\$)
*Local users – see definition below	\$10/ hour or \$60/day
Non-local users	\$15/hour or \$90/day
**Non-Profit Community Interest Groups - see definition below	\$5/hour
Public utilities and any instrumentality of the United States, State of Washington, or political subdivision thereof with respect to the exercise of governmental functions	Free
Key Replacement Fee	\$25

1. If the City requires general liability insurance coverage, the event shall be required to provide proof of insurance in compliance with the Facility Use Permit rules ten days prior to the event. ~~If applicant requests additional time (less than 10 days prior to the event) to provide proof of insurance, a City expedite fee of \$25 will be charged.~~ If proof of insurance is not provided, the event will be cancelled.
2. "Local" user is a group whose coordinator or assigned member is a citizen of the City of Lake Stevens.
3. **Non-Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
4. A minimum security deposit of \$25 MAY be required of users when, in the judgment of the facilities scheduler, the type of facility use may necessitate such a deposit.
5. In case of a cancellation, a written ten-day advance notice must be received to qualify for a refund.
6. [No animals other than service animals will be permitted inside facilities without consent of the City Clerk or designee](#)
- 5-7. [Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.](#)

Section 9. Lundeen Park Shelter Fees. Fees for the rental of Lundeen Park Shelters shall be as listed in Table H (below).

Table H: Schedule of Lundeen Park Shelter Rental Fees

	Group Size	Number of shelters	Rate
Lundeen Park Single Shelter Pricing	1-25	1	\$ 40 reservation fee + \$ 7 \$ 47
	26-50 1-50	1	\$ 60 <u>Non-refundable</u> reservation fee + \$ 7 <u>\$ 67</u>
Lundeen Park Double Shelter Pricing	1-50 (patron requests both shelters)	2	\$ 80 reservation fee + \$ 7 \$ 87
	51-75	2	\$ 100 reservation fee + \$ 7 \$ 107
	76-100 1-100	2	\$ 120 <u>Non-refundable</u> reservation fee + \$ 7 <u>\$ 127</u>

Maximum of 50 people per shelter.

Reservation Fee is Non-Refundable unless cancelled by the City of Lake Stevens

Section 10. Stormwater Utility and Lake Management Charges. Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

Table I: Stormwater Management Utility

Class	Impervious Surface %	Monthly Rate	Annual Rate
Single Family	NA	\$8.67/parcel	\$104.00 per parcel
Condominium	NA	\$7.17 per unit	\$86.02per unit
Undeveloped Lot	NA	Exempt	Exempt
Exempt	Less than 1%	No Charge	No Charge
Very Light	1% to 19%	\$2.38 per 1/4 acre	\$28.61per 1/4 acre
Light	20% to 39%	\$8.00 per 1/4 acre	\$96.00 per 1/4 acre
Moderate	40% to 59%	\$13.28 per 1/4 acre	\$159.36 per 1/4 acre
Heavy	60% to 79%	\$18.06 per 1/4 acre	\$216.77 per 1/4 acre
Very Heavy	80% to 100%	\$23.90 per 1/4 acre	\$286.85 per 1/4 acre
City Roads	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525
State Highways	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525
Low Income Senior & Disabled Exemption			Set in accordance with Snohomish County guidelines

Mobile Home parks shall be charged under the appropriate rate category by their percentage of impervious surface.

Duplex, Triplex, Four-plex will be charged the base single family rate multiplied by the number of units.

Parcels with multiple single family structures will be charged the base single family rate multiplied by the number of structures.

Miscellaneous structures over 120sf, ~~parking lots, play areas, and sport courts~~ will be charged under the appropriate rate category by their percentage of impervious surface.

~~Segregated plat roads and driveways in private easements will be charged a single family base rate.~~

~~Unsegregated plat roads will be charged under the appropriate rate category by their percentage of impervious surface.~~

Undeveloped lots are not altered from the natural state by construction and include lakefront and split lots.

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

Table IB: Lake Management Benefit Assessment

Class	Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot	NA	\$16.00per parcel	\$192.00 per parcel
Split Lot	NA	\$11.33 per parcel	\$136.00per parcel

The lake front lot assessment applies to each land parcel abutting the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and a portion of the lot separated from the lake shore by the city road. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.

Lakefront lots developed with only a dock or other over the water structure will receive a lakefront assessment.

Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.

Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.

Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

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Section 11. Annual Fire Inspection Fees and Fire Department Related Service fees. Fees for fire inspection and Fire Department related Services fees shall be as listed in Table J below.

Table J: ANNUAL FIRE INSPECTION

AND FIRE DEPARTMENT RELATED SERVICE FEES

TABLE A -- ANNUAL FIRE INSPECTION FEE			
Building size In square feet	FEE		
	B, M, R	A, E, LC, R	F, H, I, S Occupancies
0-1000	\$45	\$75	\$95
1,001-2,500	\$65	\$105	\$165
2,501-5,000	\$95	\$155	\$245
5,001-7,500	\$115	\$185	\$285
7,501-10,000	\$125	\$195	\$300
10,001-12,500	\$145	\$230	\$315
12,501-15,000	\$165	\$275	\$330
15,001-17,500	\$175	\$295	\$345
17,501-20,000	\$190	\$310	\$365
20,001-30,000	\$215	\$350	\$375
30,001-40,000	\$230	\$375	\$385
40,001-50,000	\$245	\$400	\$400
50,001-60,000	\$260	\$425	\$425
60,001-70,000	\$275	\$450	\$450
70,001-100,000	\$300	\$475	\$475
100,001-150,000	\$350	\$500	\$500
150,001-200,000	\$400	\$525	\$525
OVER 200,000	\$450	\$550	\$550
REINSPECTION FEES			
For uncorrected violations at time of first re-inspection			\$25
For uncorrected violations at time of second re-inspection			\$50
SPECIAL INSPECTION FEES			
Riser system Re testing			\$58 each
Fuel storage tank abandonment			\$58.00 each
Alarm System re-testing			\$58.00 each
SPECIAL EVENT PERMIT FIRE INSPECTIONS			

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During regular business hours	\$115
After regular business hours/weekends	\$69/hour of actual
PYROTECHNIC FIREWORKS	
Retail fireworks	\$115
Wholesale fireworks	\$115

FIRE DEPARTMENT RELATED SERVICE

Table B -- SPECIAL ASSEMBLY PERMITS(IFC 105.6.43)	
Temporary Membrane Structures, Tents & Canopies	
(See IFC 105.6.43& IFC 24)	
Duration / Commercial Use	Fee:
< 3 days	No Fee
4 to 180 days	\$58
Temporary Assembly	
For <99 people	\$58
For >100 people	\$115
Table C -- EXPLOSIVES (105.6.15)	
Retail Fireworks Stand	
Retail Sales - Wood Stand	included in Fireworks Permit fee
Retail Sales – Tent	included in Fireworks Permit fee
Must meet requirements of Table B, but no additional fees required.	
Public Display	
Licensed Pyrotechnic Operators Only	\$115
Temporary Storage	\$173

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Table D -- NFPA 72 FIRE ALARM SYSTEMS 105.7.4		
Comprehensive Fees for Permit, Review & Inspection		
Tenant Improvement or System Modification		
Number of Devices* From: To:		Fee:
1	2	\$ 86
3	5	\$ 144
6	10	\$ 201
11	20	\$ 259
21	40	\$ 345
41	100	\$ 431
101	200	\$ 546
>200		\$575 plus \$58 per 100 additional devices (prorated)
New System		
Number of Devices* From: To:		Fee:
1	100	\$403
101	200	\$546
>200		\$575 plus \$58 per 100 additional devices (prorated)
In addition to device* fees shown, the following fees also apply:		
FACP and/or Transmitter		
Replaced		\$144
New		\$230
Note: All Central Station Monitoring must be UL or FM listed.		
*Devices include separate individual portions of a Fire Alarm System such as: Initiation Devices, Notification Appliances, Flow Switches, Supervisory Switches, Magnetic Door Hold-Open devices, Remote Annunciators, Pull Stations, Beam Detectors (each piece is one device), and other such devices.		

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Table E -- FIRE SPRINKLER SYSTEMS (105.7.1, 105.7.11, 105.7.4)		
Tenant Improvement or System Modification (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From: To:		Fee:
1	2	\$ 86
3	5	\$ 144
6	10	\$ 201
11	20	\$ 259
21	40	\$ 345
41	100	\$ 460
101	200	\$ 546
201	300	\$ 661
>300		\$690 plus \$58 per 100 additional devices (prorated)
New System (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From: To:		Fee:
1	100	\$431
101	200	\$546
201	300	\$690
>300		\$719 plus \$58 per 100 additional devices (prorated)
NFPA 13-D (RESIDENTIAL)		
Number of Sprinklers:		Fee*:
1 to 10		\$ 201
11 to 25		\$ 259
26+		\$ 316
*Non-required NFPA 13-D Systems Fee 50% of listed fees for voluntary installations		
Hood Suppression Systems		

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Type of System:	Fee:
Pre-Engineered	\$144
Custom Engineered	\$316
Standpipe Systems	
Class I, II or III new or existing	\$173
Fire Pump (each)	
\$345 each, maximum \$575	
**Devices include separate individual portions of a Fire Sprinkler System such as: Sprinklers, Risers, Valves, Pull Stations, Beam Detectors (each piece is one device) and other such devices.	
Table F -- HAZARDOUS MATERIALS FACILITY CONSTRUCTION (105.7.7)	
Hazardous Materials Installation, Repair, Abandonment, Removal, Closure or Substantial Improvement	
Permits in addition to Annual Operational Permit	
Permits required when quantity exceeds permit amounts in Table 105.6.20.	
QUANTITY	FEE
1-2 Materials in Excess of Permit Amount	\$115.00
3-5 Materials in Excess of Permit Amount	\$230.00
>5 Materials in Excess of Permit Amount	\$460.00
Table G -- COMPRESSED GASES (105.7.3) AND FLAMMABLE & COMBUSTIBLE LIQUIDS (105.7.6) AND LP-GAS (105.7.9)	
Compressed Gas Installation, Repair, Abandonment, Closure or Substantial Modification to a Compressed Gas System when the Compressed Gases used or Stored exceed the amounts listed in Table 105.6.8.	
Modification or repair of a flammable or combustible liquids pipeline. Installation or construction or Alteration of those items listed in 105.7.6	
For installation of or modification to an LP-gas system.	
Compressed Gas System	\$201
Flammable & Combustible Liquids	
< 500 Gallons	\$115
>= 500 Gallons	\$230
>= 1000 Gallons	\$575
LP-Gas System	\$86

Table H -- SPRAY BOOTHS (105.7.11) AND INDUSTRIAL OVENS (105.7.8)
Note: Separate Sprinkler Permit Required under Table E

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NOT SUBJECT TO TABLE A FEES	
SPRAY BOOTHS Type:	Fee:
Pre-Engineered w/ documents	\$ 173
Site-Built or used w/o documents	\$ 288
INDUSTRIAL OVENS	\$ 288
Table I -- ANNUAL BUSINESS INSPECTION FEES	
1 st Inspection	In accordance with LSMC 2.52
Table J -- MISCELLANEOUS FEES	
Work Begun or Completed before Permit Issuance	Permit Fees Triple / No inspections until paid
After Hours Inspection (Regular Inspection Hours: 7:30am to 3:30pm)	\$86 per hour / 1 hour minimum
Firefighter Fire Watch or Standby	\$75 per hour / per firefighter 2-hour minimum per firefighter
Fire Flow Determination	\$115
Re-Inspection Fee for each inspection after the 3rd site visit, or as required by the fire code official.	\$86
<p>Fees may be reduced by the fire code official for small or short duration projects. Note: \$25 of each fire permit issued is retained by the permit department as an administrative fee. The remainder of the fees listed is remitted to the Fire Department. "Additional plan review required by changes, additions or revisions to plans \$58.00 per hour." Outside Consultant Review: Actual Costs plus 10% (Fire Marshal Review Fee)</p>	
TABLE K -- OPERATIONAL PERMITS	
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes which may produce conditions hazardous to life or property.	
An Operational Fire Permit is required prior to engagement in the activities, operations, practices or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed annually before expiration.	
Unless otherwise indicated, Operational Permit Fees are \$100 each. If more than one permit is required for a single occupancy, all permits shall be issued under a single permit fee in the amount of \$150.	
Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event or will not be considered.	
Permit Type:	Required for:
Aerosol Products	Level 2 or 3 in excess of 500 lbs

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Amusement buildings	Operation of a special amusement building
Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or aircraft fuel-servicing vehicles
Carnivals & Fairs	Conducting a carnival or fair
Battery Systems	Installing or using lead-acid battery systems w/ a liquid capacity > 50 gallons
Cellulose Nitrate film	Storing, handling or using cellulose nitrate film in a Group A occupancy
Combustible Dust	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2 of the IFC
Combustible Fibers	Storage and handling of combustible fibers in excess of 100 cubic feet (Agricultural storage exempt)
Compressed Gases	Storage, use or handling at normal temperature and pressure of compressed gases in excess of quantities listed in IFC 105.6.8(compressed gas-fueled vehicles exempt)
Covered Mall Buildings	1. Placement of retail fixtures or displays, concession equipment, displays of highly combustible goods and similar items in the mall 2. Display of liquid- or gas- fired equipment in the mall. 3. The use of open-flame or flame-producing equipment in the mall.
Cryogenic Fluids	Production, storage, transport on site, using, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11. Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.
Cutting and Welding	Cutting or welding operations within the jurisdiction
Dry Cleaning Plants	Engaging in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment
Exhibits and Trade Shows	Operating an exhibit or trade show
Explosives	The manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of IFC 33
Flammable and Combustible Liquids	See WAC 51-54-0100, 105.6.16
Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet (33 m2) using Class I or Class II liquids
Fruit and Crop Ripening	Operating a fruit-, or crop-ripening facility or conducting a fruit-ripening process using ethylene gas.

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Fumigation and Thermal Insecticidal Fogging	Operating a business of fumigation or thermal insecticidal fogging and to maintaining a room, vault or chamber in which a toxic or flammable fumigant is used.
Hazardous Materials	Storage or Use in excess of quantities shown in Table 105.6.20.
High-piled Storage	Using a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m ²)
Hot Work Operations	Hot work including, but not limited to: 1. Public exhibitions and demonstrations where hot work is conducted. 2. Use of portable hot work equipment inside a structure. Exception: Work that is conducted under a construction permit. 3. Fixed-site hot work equipment such as welding booths. 4. Hot work conducted within a hazardous fire area. 5. Application of roof coverings with the use of an open-flame device. 6. When approved, the fire code official shall issue a permit to carry out a Hot Work Program. This program allows approved personnel to regulate their facility's hot work operations. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employees or hot work operations under their supervision.
Industrial Ovens	Operation of industrial ovens regulated by IFC 21
Lumberyards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet (8,333 ft ³) (236 m ³)
Liquid- or gas-fueled vehicles or equipment in assembly buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings
LP Gas	1. Storage and use of LP-gas Exception: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3. 2. Operation of cargo tankers that transport LP-gas.
Magnesium	Melting, casting, heat treating or grinding more than 10 pounds (4.54 kg) of magnesium
Miscellaneous Combustible Storage	Storing in any building or upon any premises in excess of 2,500 cubic feet (71 m ³) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material
Open Burning	Contact Fire District Directly at 425.334.3034
Open Flames and Torches	Removing paint with a torch; or using a torch or open-flame device in a hazardous fire area
Open Flames and Candles	Using open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments
Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day
Places of Assembly	Operating a place of assembly

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Pyrotechnic special effects material	Use and handling of pyrotechnic special effects material
Pyroxylin Plastics	Storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics and for the assembly or manufacture of articles involving pyroxylin plastics
Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by IFC 6
Repair garages and motor fuel-dispensing facilities.	Operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities
Rooftop Heliport	Operation of a rooftop heliport
Spraying and Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by IFC 15
Storage of scrap tires and tire byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71m3) of total volume of scrap tires and for indoor storage of tires and tire byproducts
Temporary Membrane Structures, Tents & Canopies	The fees for this permit are in Table B. An operational permit is not required – but a construction permit is required under Table B.
Tire-rebuilding Plants	Operation and maintenance of a tire-rebuilding plant
Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities
Wood products	Storing chips, hogged material, lumber or plywood in excess of 200 cubic feet (6 m3)

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS THIS 12th
DAY OF July, 20165.

ATTEST:

John Spencer~~Vern Little~~, Mayor

Barbara Stevens~~Kathy Pugh~~, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 7/12/2016

Subject: Correct LSMC 3.12.010 – Tax Levied

Contact	Barb Stevens, Finance/City Clerk	Budget	N/A
Person/Department:		Impact:	

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Ordinance 966 Amending the LSMC 3.12.010 Entitled “Tax Levied” to correct a scribner’s error.

SUMMARY/BACKGROUND:

During the review of the City’s Utility Code, a scribner’s error was noted that the City wishes to correct.

In November 1981, the City Council adopted Ordinance 205 providing for 6.5% telephone utility tax resulting from House Bill 61. This bill provided that “whenever a city imposes gross receipts or gross income tax on a telephone business that this tax may be imposed on 100% of the total gross revenue from intra state toll telephone services subject to the fee or tax.”

In November 1982, Ordinance 224 amended LSMC 3.12.10 to decrease the levy rate to the 6% maximum per Senate Bill 4972.

The error which “excludes” instead of “includes” intrastate tolling, was not recognized during the early amendment. Because this is just a typographical error and not a change to the tax rate, this ordinance will be effective 5 days after passing.

APPLICABLE CITY POLICIES: LSMC 3.12.010

BUDGET IMPACT:

N/A

ATTACHMENTS:

- Exhibit A: Ordinance 966 Tax Levied

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

ORDINANCE NO. 966

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON AMENDING
LAKE STEVENS MUNICIPAL CODE SECTION 3.12.010 ENTITLED "TAX LEVIED",
PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS House Bill 61 provided in part that "whenever a city imposes gross receipts or gross income tax on a telephone business that this tax may be imposed on 100% of the total gross revenue from intra state toll telephone services subject to the fee or tax; and

WHEREAS, the City Council adopted Ordinance 205 providing for telephone utility tax resulting from House Bill 61, and Ordinance 205 was codified in LSMC Section 3.12.010; and

WHEREAS, engrossed Senate Bill 4972 provided that cities levying a telephone utility tax must tax at a rate not to exceed 6.0%; and

WHEREAS, the City Council amended LSMC Section 3.12.010 by adoption of Ordinance 224 providing for a reduction in telephone utility tax; and

WHEREAS, review of Ordinances 205 and 224 and LSMC Section 3.12.010 reveals a scribner's error and the City wishes to correct this error,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS DO ORDAIN AS FOLLOWS:

Section 1. LSMC Section 3.12.010 entitled "Tax Levy" is hereby amended as follows:

3.12.010 Tax Levied.

There is hereby levied a tax upon any telephone business in an amount equal to six percent of the total gross operating revenues ~~excluding~~ including revenues from intra state toll derived from the operation of such business within the City of Lake Stevens.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force and effect five days after its publication in the City's official newspaper.

PASSED by the City Council of the City of Lake Stevens this ____ day of _____, 2016.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney